

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
13-207V2**



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Nuclear, Space, Missile, Command and Control

***AIRFIELD DRIVERS INSTRUCTION
(CAPE CANAVERAL AFS)***

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This instruction establishes policies, procedures and responsibilities for control of vehicle and pedestrian operations at Cape Canaveral Air Force Station (CCAFS) Skid Strip. Regardless of past airfield driving experience, the contents of this instruction apply to all personnel and any agency with a valid requirement to operate vehicles and pedestrian traffic on the CCAFS airfield. Refer recommended changes and questions about the publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through Major Command (MAJCOM) publications / forms managers. This instruction also requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, Secretary of the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This is an original stand-alone document and must be completely reviewed. Previously, the contents of this instruction were incorporated into 45th Space Wing Instruction (SWI) 13-205, *Airfield Operations Instruction (CCAFS)*, Chapter 6. Substantial changes include updating airfield driving procedures, responsibilities, training standards and overall program management. This publication updates information and aligns procedures IAW AFI 13-213, *Airfield Driving*.

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Chapter 1

GENERAL INFORMATION

1.1. Scope and Purpose.

1.1.1. This instruction provides guidance for developing and conducting training for unit Airfield Driving Program Managers (ADPMs) in order to provide safe ground vehicle operations and pedestrian control on the Cape Canaveral Air Force Station (CCAFS) Skid Strip. Additionally, it outlines training requirements for all personnel (e.g. military, DoD civilians, contractors, etc.) that have a need to drive unescorted on the airfield.

1.1.2. The 45th Operations Support Squadron (45 OSS) Airfield Operations (OSA) flight is the lead agency/Office of Primary Responsibility (OPR) for developing the Airfield for developing the Airfield Driving Program for the wing. In turn, 45 OSS/OSAM will train and certify unit Airfield Driving Program Managers (ADPMs), unit ADPMs train / certify personnel in their unit and those they are hosting.

1.1.3. The standards set forth in this instruction are to control vehicles and personnel on the airfield. Only trained, qualified and certified personnel will be assigned duties requiring driving on the airfield. Certified personnel must be knowledgeable of and comply with the provisions outlined in this instruction.

1.1.4. In today's complex airfield environment, there are incidents involving aircraft, pedestrians, and ground vehicles at United States Air Force (USAF) airfields that lead to property damage and personnel injury. One of the most hazardous incidents for an airfield driver to be involved with is a runway incursion. A runway incursion is a major violation to the protected area of a surface designated for the landing and take-off of aircraft that has the potential to result in aircraft endangerment and loss of life. While there are several factors involved in a runway incursion, the leading causes of these incidents result from a failure to follow procedures, inadequate vehicle operator training, and loss of situational awareness. Therefore, strict adherence to the procedures in this instruction is essential to preventing aircraft vehicle mishaps and personnel injury on the airfield.

1.2. Authorization.

1.2.1. Motor vehicle traffic on the airfield is restricted to Government Owned Vehicles (GOVs) and leased vehicles (e.g., Government Services Administration (GSA)) on official business. Airfield Management can authorize additional vendor, contractor, construction and Privately Owned Vehicles (POVs) as needed to support operations, but this will be kept to an absolute minimum.

Chapter 2

RESPONSIBILITIES

2.1. The 45th Space Wing Commander (45 SW/CC).

- 2.1.1. Designates personnel and agencies to support the Airfield Driving Program (ADP).
- 2.1.2. May reinstate airfield driving privileges in writing (See **Attachment 27**, *Memorandum for Record – Reinstatement of Airfield Driving Privileges*) to perform mission essential duties following suspension or revocation of an individual's civilian driver's license and/or base driving privileges. Authority must not be delegated. Forward a copy of the reinstatement letter to the Wing ADPM.
- 2.1.3. Approves publication of the Airfield Driving Instruction (ADI).
- 2.1.4. Reviews runway incursion incidents and the corrective actions taken.
- 2.1.5. Requests an AF Runway Safety Action Team (AFRSAT) through MAJCOM OPR for AO if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, *Airfield Operations Standardization and Evaluations* for additional information.

2.2. The 45th Operations Group Commander (45 OG/CC) or Equivalent.

- 2.2.1. Reviews Controlled Movement Area Violations (CMAVs) and corrective actions taken.
- 2.2.2. Implements and chairs a Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions in a six month period. **NOTE:** The RIPWG shall convene within 30 days after the second runway incursion.
 - 2.2.2.1. The RIPWG will include OSS/CC, AOF/CC, Airfield Manager (AFM), Wing ADPM, Tower Chief Controller, Flight Safety, Unit Commanders and/or Unit ADPMs and other organizational leadership as determined locally. RIPWG will take the following actions:
 - 2.2.2.1.1. Analyze each runway incursion and the corrective actions taken.
 - 2.2.2.1.2. Evaluate the airfield driving operating procedures/standards and airfield configuration (to include signs/markings/lighting) to determine if corrective actions are needed.
 - 2.2.2.1.3. Develop strategies to prevent future runway incursions. Examples include but are not limited to:
 - 2.2.2.1.3.1. Increase or improve local training or testing materials.
 - 2.2.2.1.3.2. Implement mandatory briefings to all airfield drivers, aircrew, Air Traffic Control (ATC) personnel (as applicable).
 - 2.2.2.1.3.3. Limit runway crossings and/or limit crossing to certain taxiways/road intersections.
 - 2.2.2.1.3.4. Increase penalty for CMAVs.
 - 2.2.2.1.3.5. Alter the shape and/or expand the size of the Controlled Movement

Area (CMA).

2.2.2.1.3.6. Determine if additional signage, markings and lighting in high-risk areas. Examples of additional signs, markings, and lighting include the following:

2.2.2.1.3.6.1. Install “Stop, Do Not Enter, Contact Air Traffic Control Tower” signs/markings at runway holdlines and roads leading to the runway.

2.2.2.1.3.6.2. Increase visibility of runway hold position markings by increasing the width of the yellow bars from 6 to 12 inches. **Note:** This option requires coordination with Civil Engineer (CES) and Wing Safety (SEF) and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.3. Paint runway hold position signs on pavement prior to the runway hold position markings. (See FAA AC 150/5340-, *Standards for Airport Markings*) **Note:** This option requires coordination with CES and SEF and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.4. Paint Federal Aviation Administration (FAA) enhanced taxiway centerline marking prior to the runway hold position marking. **Note:** This option requires coordination with CES and SEF and a work order request to change is implemented uniformly over the entire airfield.

2.2.2.1.3.6.5. Install runway guard lights (RGL), if applicable.

2.2.2.1.3.6.6. Install runway status lights (normally associated with a Category II / Airport Surveillance Detection Equipment).

2.2.2.1.3.6.7. Procure vehicle-tracking devices to include Global Position System, ground radar, or video surveillance. **Note:** Coordinate with MAJCOM AO prior to the procurement and / or use of new systems/technology recommendations prior to procurement.

2.2.2.1.3.6.8. Install additional FM radio repeaters for ATC and the base station / ramp net.

2.2.2.1.3.6.9. Install Location Signs.

2.2.2.1.3.7. Coordinate with MAJCOM OPR for AO prior to implementing new procedures and / or purchasing airfield support systems such as signs, marking and lighting.

2.2.2.1.3.8. Ensure an airfield waiver is processed and approved when required.

2.2.2.2. Provide a summary of the RIPWG’s analysis and recommendations at the next AOB.

2.2.2.3. Publish minutes of the RIPWG’s and provide an informational copy to the MAJCOM OPR for AO within 30 calendar days.

2.3. Unit Commanders or Equivalent.

2.3.1. Screens, carefully selects and appoints a primary and alternate unit ADPM in writing to manage training and testing requirements of unit personnel who are required to operate a vehicle on the airfield. **NOTE.** The Airfield Driving Program Manager normally is the unit Vehicle Control Officer / Vehicle Control Noncommissioned Officer (VCO / VCNCO), but does not have to be. Forward a copy of the appointment letter to the Wing ADPM.

2.3.1.1. Appointed unit ADPMs must be a minimum of Staff Sergeant (SSg)/7-Level or civilian equivalent. **Note:** Group Commanders or equivalents, may waive this requirement due to manning constraints. Forward a copy of the appointment letter to the Wing ADPM.

2.3.1.2. Ensures a replacement unit ADPM is screened, carefully selected, appointed in writing and trained by the Wing ADPM within 30 days prior to releasing the current unit ADPM.

2.3.2. Certifies personnel are qualified to drive on the airfield. Authority may be delegated in writing to unit ADPMs. Forward a copy authority letter to the Wing ADPM.

2.3.3. Ensure unit assigned personnel complete the required training and testing requirements outlined in this ADI prior to obtaining an AF IMT 483, *Certificate of Competency* to operate a vehicle on the airfield. **NOTE:** An Air Force Specialty Code (AFSC), career field training or prior airfield driving experience is not a substitute for completion of airfield driving training and testing requirements.

2.3.4. Limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission. Focus should be on limiting entry onto / across the CMA. If access to the runway / CMA is not required, limit driving requirements to parking apron only. **Note:** Annually validate the number of personnel authorized to drive on the airfield to include justification for individuals that require CMA access, and forward results to the Wing ADPM.

2.3.5. Upon suspension or revocation of a unit member's civilian driver's license and / or base driving privileges, suspends their airfield driving authorization and notifies the Wing ADPM and the unit ADPM in writing. Reinstatement requests must be processed according to paragraph [2.1.2](#)

2.3.6. Ensures the unit ADPMs can satisfactorily manage the number of airfield drivers within their organization.

2.3.6.1. Large organizations should consider having more than one Unit ADPM to provide effective program management and quality training, thus reducing airfield driving violations and runway incursions.

2.3.6.2. Units with small numbers of airfield drivers may combine or consolidate their ADP with another unit.

2.3.7. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and the practical driving test as outlined in this ADI. Trainers must have completed the AF Training Course. Forward a copy of the appointment letter to the Wing ADPM. **NOTE:** This letter may be consolidated

with the unit ADPM appointment letter. See **Attachment 13**, *Unit ADPM and Trainer(s) Appointment Letter* for a sample appointment letter.

2.3.8. Reviews individual's AF Form 1313, *Driving Record* (located at SFS), to determine their qualifications prior to permitting them to operate a vehicle and / or equipment on the airfield.

2.3.9. Ensures unit ADPMs and designated trainers give a practical day and night (as applicable) airfield familiarization training and practical driving test to all new vehicle operators that will be driving on the airfield.

2.3.10. Ensures unit airfield drivers limit their access on/or across the runway to mission essential duties only. **NOTE:** Normally, the only organizations that require routine access onto the runway / CMA are personnel from Airfield Management, Patrick AFB parachute drop units and Cape Infrastructure Operations and Maintenance Services (IOMS) personnel (e.g., airfield lighting and sweeper). Civil Engineering and IOMS escorts will be thoroughly familiar with the requirements of operating in the CMA when escorting contractors for airfield construction projects occurring within the CMA.

2.3.11. Participates in the RIPWG.

2.4. Wing Airfield Driving Program Manager (Wing ADPM).

2.4.1. The Deputy, Airfield Manager (or civilian equivalent) serves as the Wing ADPM to provide overall ADP management and oversight. The preferred grade of the Wing ADPM is MSgt / E-7 or civilian equivalent.

2.4.2. Uses **Attachment 14**, *ADPM Training Checklist* to conduct and document training for unit ADPMs.

2.4.3. Provides unit ADPMs a copy of the ADI, training curriculum and testing materials to manage unit ADP.

2.4.4. Conduct an annual review of the ADI and supportive information for currency and accuracy. Documentation of review will be either a Memorandum for Record (MFR), log, or electronic equivalent and will be maintained in accordance with Air Force RDS, Table 13-06, Rule 4.00.

2.4.5. Conduct quality control measures to monitor the effectiveness of unit airfield driver training programs. At a minimum, the Wing ADPM will:

2.4.5.1. Monitor ramp net radio for proper terminology / phraseology and discipline, and take corrective measures as necessary.

2.4.5.2. Conduct random spot checks to ensure compliance with the ADI. Spot checks will include the validation of AF IMT 483, current AF Visual Aids (e.g. AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Signals*, AFVA 13-222, *Runway / Controlled Movement Area Procedures*), and a current local airfield diagram.

2.4.5.2.1. Report violations detected during spot checks to the AFM, AOF / CC, individual's Unit Commander and ADPM.

2.4.5.2.2. Report and document results of spot checks (unit / office symbol) in the "status of airfield driving" section of AOB.

2.4.5.3. Inspect each unit ADP at least annually (every 12 months) for program integrity and compliance with this instruction. **NOTE:** Depending on the quality of the program, units may be inspected more frequently. Units that commit a runway incursion / CMA violation will be inspected after the infraction for program compliance.

2.4.5.3.1. Use **Attachment 17**, *ADPM Self-Inspection Checklist* or electronic equivalent to review / inspect each units ADP.

2.4.5.3.2. Provide inspection results to the unit commander and brief at the next quarterly AOB.

2.4.6. Develop proactive approaches utilizing local resources, such as base paper, commander's access channel (TV), e-mail advisories, unit briefing, etc. to educate, inform and update personnel on airfield changes and trends (e.g. exercise activities, driving violations, closures, inclement weather conditions, etc).

2.4.7. Maintain a Wing ADPM Continuity Binder in the TAB format below. **NOTE:** Unit program information may be located in a single binder, or electronic equivalent. A DD Form 2861, *Cross-Reference*, may be used in a TAB to identify the location of the items listed below.

2.4.7.1. TAB A: Unit ADPM appointment letter(s).

2.4.7.2. TAB B: Airfield Driving Instruction (ADI).

2.4.7.3. TAB C: Annual Program Inspection Results.

2.4.7.4. TAB D: Unit ADPM Training Documentation.

2.4.7.5. TAB E: Current list of unit assigned airfield drivers.

2.4.7.6. TAB F: USAF Airfield Driving CBT, Training Curriculum, Test / Answer Key.

2.4.7.7. TAB G: Unit airfield driving requirements as applicable (e.g. Fire Trucks, Fuel Trucks, K-loaders, etc.).

2.4.7.8. TAB H: Airfield Violations / Corrective actions.

2.4.7.9. TAB I: References (e.g. AFMAN 24-306, *Manual for Wheeled Vehicle Driver* Chapter 25 and AFOSHSTD 91-100, *Aircraft Flight Line-Ground Operations and Activities* Chapter 6, AFI 21-101, *Aircraft and Equipment Maintenance Management*, etc. **Note:** References may be a paper or electronic copy.

2.4.7.10. TAB J: Miscellaneous information (e.g., Meeting Minutes, Digest Articles, etc.).

2.4.8. Conducts semi-annual meetings with unit ADPMs to provide training, brief CMAVs, trends, etc. **NOTE:** This meeting may be done in-conjunction with the base VCO / VCNCO meeting.

2.4.9. Use a MFR to document semi-annual meeting minutes and maintain a copy of the current calendar year in TAB J of the WING ADPM Continuity Binder or electronic equivalent.

2.4.10. Coordinates and approves on unit lesson plans and tests.

2.4.11. Ensures unit ADPMs provide appropriate training to TDY and Non-base assigned contractors based on type, location, timing and duration of work. See **Attachment 18, TDY Personnel / Non-Base Assigned Contractors Training Checklist** and **Chapter 3** for training requirements.

2.4.12. Provides classroom training / briefings as determined locally.

2.4.13. Participates in the RIPWG.

2.4.14. Provides unit ADPMs a standardized spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF IMT 483 certificate number, restrictions (e.g. daytime or ramp only) and refresher training due date.

2.4.15. Interviews prospective drivers on their knowledge of runway, apron and general airfield driving procedures prior to issuing AF IMT 483, **Certificate of Competency**.

2.4.16. Signs AF IMT 483 for airfield driving upon satisfactory completion of all training requirements. **Note:** The Airfield Manager and other designated airfield management representatives are also authorized to sign AF IMT 483. Unit ADPMs are *not* authorized to sign AF IMT 483s.

2.5. Unit Airfield Driving Program Manager (ADPM).

2.5.1. Must meet minimum grade requirements (see paragraph **2.3.1.1**), and be trained/certified to drive on the airfield, and is designated in writing by the unit commander.

2.5.2. Administers the unit airfield driver's training program in accordance with this instruction.

2.5.3. Ensures unit personnel complete all required airfield driver training and certification. (See **Attachment 15, Airfield Driving Training Documentation & Certification Checklist**). **Note:** Light-gun signal recognition training requires the control tower to be open. Coordinate with airfield management to determine when the tower is scheduled to be open and/or the airfield active.

2.5.4. Identifies, documents, and tracks personnel as requiring access to the CMA, non-CMA, or restricted airfield driving as appropriate (e.g. Ramp only, Daylight Hours only, etc).

2.5.5. Ensures AF IMT 483 for unit personnel who are not trained and certified to drive at night indicate restricted access (e.g., "**DAYLIGHT HOURS ONLY**"). If the individual later requires driving on the airfield at night, ensure practical airfield familiarization training and a practical driving test is conducted and documented.

2.5.6. Ensures designated airfield driving trainers conduct and document practical day and night (as applicable) airfield familiarization training and practical driving tests on unit personnel prior to issuance of an AF IMT 483.

2.5.7. Ensures unit personnel authorized to drive on the runway / CMA have completed all required training and AF IMT 483 is annotated *CMA Access* by Airfield Management (AM).

2.5.8. Ensures unit personnel have a valid state drivers license to operate privately owned, government (may also require a Government drivers license), or contractor owned / leased vehicles on the airfield.

2.5.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or Night Vision Devices (NVDs), Mission Oriented Protective Posture (MOPP) gear, etc).

2.5.10. Maintains current and accurate airfield driving training records, associated forms and listing of unit personnel authorized to drive on the airfield. **NOTE:** Update the listing of all unit personnel authorized to drive on the airfield at least quarterly and forward an information copy to the Wing ADPM (OPR: 45 OSS / OSAM).

2.5.11. Ensures deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

2.5.12. Schedule personnel that will drive on the runway / CMA for color vision testing according to this instruction.

2.5.13. Conducts and documents annual refresher training on unit airfield drivers. As a minimum, includes the following as part of refresher training:

2.5.13.1. Completion of the United States Air Force (USAF) Airfield Driving Computer Based Training (CBT) located on the Advanced Distributed Learning Service (ADLS) website at <https://golearn.csd.disa.mil/>.

2.5.13.2. Night Vision Device (NVD) procedures (if NVD qualified).

2.5.13.3. Self-study and review of this instruction.

2.5.13.4. Briefing of new procedures or airfield configuration changes as determined by the Wing ADPM.

2.5.13.5. A runway incursion prevention test (at least five questions developed by the Wing ADPM with a minimum passing score of 100%). **NOTE:** Document completion of refresher training on the reverse side of the individual's AF IMT 483. Maintain a copy of the most current refresher training completion date on file in the unit. Do not laminate the back side of AF IMT 483.

2.5.14. Maintains an ADP Continuity Binder in the TAB format outlined in paragraph 2.4.7 **NOTE:** When approved by the Wing ADPM, contents from a TAB may be maintained in another location or electronically. Use DD Form 2861, *Cross-Reference* to identify location.

2.5.15. Trains unit airfield driver trainers on how to conduct and document training of newly assigned unit airfield drivers, and maintains a copy of this training in TAB D of the unit ADP Continuity Binder.

2.5.16. Attends Wing ADPM semi-annual meeting and / or briefings regarding airfield driving.

2.5.17. Ensures TDY personnel hosted by the unit receive local airfield driving training as outlined in this instruction.

2.5.18. Uses **Attachment 17**, *Airfield Driving Program Manager Self-Inspection Checklist* to conduct and document a self-inspection of unit's airfield driving program at least annually. Forward a copy of the inspection results to the Wing ADPM. **NOTE:** Units are encouraged to add any additional items unique/peculiar to their organization as required.

- 2.5.19. Develops procedures to disseminate airfield driving related information (e.g. articles, training, etc.) to unit airfield drivers.
- 2.5.20. Proactively conducts random spot checks IAW paragraph 2.4.5.2 and corrects discrepancies/deficiencies noted.
- 2.5.21. Provides classroom (e.g., on-on-one, mass briefing, etc.) training for local airfield driving certification. Additionally, provides light-gun signal recognition training, practical day and night orientations, check rides and written testing.
- 2.5.22. Maintains current and accurate training / testing materials. **NOTE:** All training material/references should be readily available in the event the program manager or alternate is not available. Tests *must* be secured to prevent compromise.
- 2.5.23. Notifies the Unit Commander and Wing ADPM in writing after suspending an individual's airfield driving privileges.
- 2.5.24. Ensures personnel in their unit that separate, PCS, PCA, retire, etc. turn in their AF IMT 483 for proper disposition.
- 2.5.25. Coordinates any changes to their unit driving program with the wing ADPM to ensure program integrity and compliance.
- 2.5.26. Participates in the RIPWG.
- 2.5.27. Annually validates the number of personnel authorized on the airfield to include justification for individuals required to enter or cross the CMA. Forward results to the Wing ADPM.

2.6. Airfield Management (AM).

- 2.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.
- 2.6.2. Conducts random spot checks for enforcement and compliance with the ADI.
- 2.6.3. Routinely monitors radios for proper radio terminology / phraseology and discipline. Immediately respond to and correct improper radio usage when notified by Air Traffic Control Tower (ATCT) or through monitoring of radio frequencies. Document corrective action in the AF IMT 3616, *Daily Record of Facility Operation*.
- 2.6.4. The AFM, Wing ADPM or NCOIC, Airfield Management Operations (NAMO) or civilian equivalent will sign off the airfield driving requirement on pre-deployment checklists ensuring deploying personnel are fully trained and possess a valid AF IMT 483.
- 2.6.5. Imposes and publishes restricted driving routes as required.
- 2.6.6. Responds to reported or suspected airfield driving violations. As a minimum, AM personnel will:
 - 2.6.6.1. Escort individual off the airfield.
 - 2.6.6.2. Confiscate individual's AF IMT 483, *Certificate of Competency*. **NOTE:** All AM personnel (regardless of rank / grade) are authorized to confiscate an individual's AF IMT 483.

2.6.6.3. Request statement of events of individuals's completing the airfield driving violation. **NOTE:** Utilize the Controlled Movement Area / Airfield Violation Worksheet for violations (see Attachment 7).

2.6.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

2.6.7. Administers random airfield driving exams and / or may ask questions on general airfield driving procedures / facts. Exams will not be issued during exercises.

2.6.8. Authorized to sign AF IMT 483, **Certificate of Competency** for airfield driving once all training items are completed satisfactorily. Authority to sign will not be delegated outside of AM or to the units / squadrons.

2.6.9. Participates in the RIPWG.

2.7. Air Traffic Control Tower (ATCT).

2.7.1. Controls all aircraft, vehicle, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If uses of light gun signals are unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and / or pedestrian traffic escorted off the CMA.

2.7.2. If two-way radio communication is lost while a vehicle and / or pedestrian is on the runway, raise and lower the intensity of the runway edge lights or turn the edge lights on and off in an attempt to signal personnel to immediately exit the runway and establish communications with tower.

2.7.3. Report known CMA violations and problems with vehicle operator radio communications to AM.

2.7.4. Assist AM in identifying and locating unauthorized personnel and vehicles on or near the CMA.

2.7.5. Provides control tower light gun signal recognition training when requested for training purposes. **NOTE:** The control tower is only open during known/scheduled flight operations activity.

2.7.6. Participates in the RIPWG.

2.8. The 45th Space Wing Safety (45 SW/SEF).

2.8.1. Coordinates on local directives and/or operating instructions that establish vehicle traffic flow patterns and vehicle parking plans on the airfield.

2.8.2. Coordinates on lesson plans and test for vehicle operations on the airfield. (Reference AFOSHSTD 91-100, Chapter 6).

2.8.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF/CC for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigations and Reports*.

2.8.4. Participates in the RIPWG.

2.8.5. Reviews CMA violations for trends.

2.9. Security Forces Squadron (45 SFS).

- 2.9.1. Monitors airfield vehicle operations for ADI compliance.
- 2.9.2. Enforces all traffic rules and directives on the airfield.
- 2.9.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and inform AM of violations.
- 2.9.4. Detains all unauthorized Privately Owned Vehicles (POVs) driving on the airfield and notifies AM.
- 2.9.5. Assist in escorting violators (as needed) to AM and issue appropriate citations for violations.
- 2.9.6. Provide assistance when requested by AM or ATCT to apprehend violators and remove unauthorized persons from the airfield.
- 2.9.7. Complies with all procedures outlined for entry into the CMA.
- 2.9.8. Participates in the RIPWG.
- 2.9.9. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight and ground emergencies and or other emergency situations.

2.10. Medical Group (MDG).

- 2.10.1. Administer color vision screening by reviewing medical records and / or conducting a color vision screening. **NOTE:** Individuals that are required to have normal color vision as part of their AFSC only require verification that they successfully completed a color vision test by a military or civilian hospital / medical treatment facility optometrist or off-base equivalent.
- 2.10.2. Sign and/or stamp color vision screening results on **Attachment 15, Airfield Driving Training Documentation and Certification checklist.**
- 2.10.3. Coordinate with the Wing ADPM to establish a designated response location in support of In-flight/Ground emergencies and or other emergency situations.

2.11. Base Contracting / Construction Management / Base Civil Engineer.

- 2.11.1. Inform AM of all contracts within the airfield environment to include clear zones, lateral clearance area and other areas as defined in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Design and Criteria*.
- 2.11.2. Ensure routes to and from the construction site are approved by the airfield manager and published in the contract.
- 2.11.3. Informs the airfield manager of all pre-construction meetings involving contracts that require driving within or near the airfield environment.
- 2.11.4. Ensures airfield driving requirements are established in all Statement of Work (SOW) for construction projects affecting the airfield.
- 2.11.5. Reviews UFC 3-260-01, *Airfield and Heliport Design and Criteria*, Section 14, prior to the start of any construction projects on the airfield for minimum safety guidelines.

Construction projects will require a temporary construction waiver signed by the installation commander IAW UFC 3-260-01, *Airfield and Heliport Design and Criteria*, Section 2.

2.11.6. Coordinates site release dates and work schedules for airfield contractors with the airfield manager.

2.11.7. Confirms availability of site release dates with the airfield manager at least 72 hours prior to project execution. The AFM will de-conflict construction with mission operations, and mitigate operational impact.

2.11.8. Invites the airfield manager on all pre-construction meetings as well as participating in airfield projects from planning phase through project completion.

2.11.9. Ensures airfield contractors report to airfield management operations (AM Ops) daily to check in prior to heading out to the construction / work site. Additionally, ensures contractors check out with AM Ops after finishing work for the day.

2.11.10. Ensures project officers, contractors and subcontractors comply with the training, certification and procedural requirements of this instruction prior to estimated site release date. As a minimum, training will include safety, airfield orientation, access routes, FOD control, operations near aircraft, runway/CMA training (as required), etc.

2.11.10.1. Contractor will coordinate with the Wing ADPM or designated representative to conduct training for all contractors who will be operating on the airfield. Contractors will be trained IAW Attachment 18, TDY Personnel/Non-Base Assigned Contractors Training checklist.

2.11.11. Ensures all authorized contractors working within the controlled movement area have at least one person (or escort) capable of operating a radio and communicating with the control tower. **NOTE:** Airfield management does not have the manpower, assets or capability to provide escorts on a regular basis and/or for the length of the contract period.

2.11.11.1. Contractors are responsible for providing their own radios to communicate with airfield management or tower personnel (as required due to work site location).

2.11.12. Provides the Airfield Manager or Assistant Airfield Manager (AAFM) a list of vehicles requiring access on the airfield so vehicle passes can be provided (if vehicles are not government owned/leased).

Chapter 3

TRAINING CRITERIA AND TESTING REQUIREMENTS

3.1. Obtaining An Airfield Driving License (AF IMT 483).

3.1.1. All personnel (military, DoD civilians, contractors, etc.) assigned or working on CCAFS with a demonstrated need to operate on the airfield must complete all appropriate training listed in this instruction.

3.1.2. Vehicle operators must possess a valid state driver's license and have training for the specific equipment they operate.

3.1.3. Cape Canaveral AFS airfield management (45 OSS/OSAM) is the only unit authorized to issue AF IMT 483 for the Skid Strip, endorsed for airfield driving. **NOTE:** Training is not required for drivers under escort; however, the escort must be fully qualified/certified to drive on the CCAFS Skid Strip.

3.2. Personnel TDY With A Valid Home Station AF IMT 483.

3.2.1. Personnel TDY to CCAFS with a valid AF IMT 483 and a demonstrated need to operate on the airfield unescorted will accomplish the following:

3.2.1.1. Complete a TDY Briefing (See **Attachment 18**, *TDY Personnel/Non-Base Assigned Contractor Training Checklist*) from the host unit airfield driving program manager. Annotate TDY period on brief.

3.2.1.2. Receive a day and night airfield orientation. **NOTE:** A night orientation may not be required if there is no need to operate during the hours of darkness.

3.2.1.3. Pass an airfield map test administered by 45 OSS/OSAM. Minimum passing score is 100%. Personnel failing to attain a passing score will require additional training and a retest. Retesting will not be accomplished earlier than 24 hours.

3.2.2. Once training is completed, the individual will bring their TDY brief to airfield management (Bldg. 50211) for endorsement. Airfield management will then annotate/stamp the TDY brief. **NOTE:** Copy of endorsed TDY brief and AF 483 must be in possession of TDY driver while operating a vehicle on the airfield. Driving privileges are valid only during the TDY inclusive period.

3.3. Personnel TDY Without A Valid Home Station AF IMT 483 And Non-Base Assigned Contract Personnel.

3.3.1. Personnel TDY to CCAFS without a valid AF IMT 483 and a demonstrated need to operate on the airfield unescorted will complete the same training as permanent party outlined in para 3.4. **NOTE:** Due to the rigorous training requirements for personnel without an AF IMT 483, it should be questioned whether there is a demonstrated need to drive on a TDY airfield if there is not a requirement to drive on a home station airfield.

3.4. General Training Criteria (Permanent Party).

3.4.1. The following training items are required prior to a prospective driver operating on the CCAFS Skid Strip. Unit ADPMs will administer training for personnel assigned to their unit or hosting. **NOTE:** ALL items must be completed within 30 days from training start date.

3.4.1.1. *Thorough review of this instruction.*

3.4.1.2. Color vision testing. See paragraph 2.10. Personnel training for driving on the CMA must have normal color vision. Personnel who fail to pass the color vision test may be issued a “Limited Access” AF IMT 483. They will not be allowed to operate within the CMA. **NOTE:** Personnel that do not have a requirement to drive on the CMA will have their AF IMT 483 properly annotated, and do not require color vision testing.

3.4.1.3. ATCT Light-Gun Signals. Light-gun signal training will consist of the trainer reviewing a PowerPoint presentation, video or equivalent describing all signals. The trainer may take the trainee on the airfield and request ATCT to conduct a light-gun test. Trainee will call the colors and explain each meaning to the trainer.

3.4.1.4. Day and night airfield orientation. Show the trainee runway holdline locations, runway / taxiway access points, crossing / entry procedures, ECP locations, CMA entry / exit procedures, runway / taxiway designations, etc. use **Attachment 16**, Airfield Driving Qualification Training Checklist. **NOTE:** Practical driving experience consists of the trainee operating a motor vehicle on the airfield under the supervision of a licensed instructor and taking trainee out on the airfield to show them how to get to and from their work areas.

3.4.1.4.1. Practical Airfield Driving Test (Check Ride). The goal is to certify all training received. Trainee *must* be able to demonstrate correct driving procedures and verbally explain procedures and layout of the airfield. The ADPM, or a qualified trainer, will use Section 3 on the **Attachment 16**, *Airfield Driving Qualification Training Checklist* to document test completion.

3.4.1.4.2. Practical Driving Test. At a minimum, the individual must:

3.4.1.4.3. Drive the vehicle during the check-ride.

3.4.1.4.4. Demonstrate the ability to operate a vehicle in all areas required for the duty position and/or work areas without assistance.

3.4.1.4.5. Identify the location of runways and other CMAs.

3.4.1.4.6. Demonstrate the ability to contact ATCT prior to entry on the runway and other CMAs (*for Runway / CMA drivers only*).

3.4.1.5. Review airfield markings, signs, lighting and any other supplemental training as directed by the unit or wing ADPM. Preferred method of training is on-the-job and / or hands-on training, although classroom and video presentations are also acceptable.

3.4.1.6. Successful completion of the Airfield Driving CBT at the Advanced Distributed Learning System (ADLS) website <https://golearn.csd.disa.mil/>. Ensure a printout of the test results accompanies the training paperwork. **NOTE:** The AF Airfield Driving CBT was created to standardize basic airfield driving procedures across the United States Air Force (USAF). The subject material covers driving procedures that apply to any airfield. It is a self-paced, self-study program. Drivers must complete this CBT prior to issue of an AF IMT 483.

3.4.1.6.1. Drivers must score an 80 percent or higher on the CBT test to complete the training.

- 3.4.1.6.2. When a passing score is obtained, individuals must printout the certificate and give to the unit ADPM.
- 3.4.1.6.3. CBT test results are annotated on the **Attachment 15**, *Airfield Driving Training Documentation and Certification Checklist* and certificate maintained by ADPM.
- 3.4.1.6.4. Personnel who do not have access to ADLS will need to review the USAF Airfield Driving ADLS slides.
- 3.4.1.6.5. The unit ADPM will maintain a copy of the slides.
- 3.4.1.6.6. Drivers will need to take a 30 multiple choice question test. The unit ADPM maintains a copy of the test, which is a controlled item.
- 3.4.1.6.7. Drivers must receive a minimum passing score of 80%. If a person fails the exam, they retest the next day.
- 3.4.1.6.8. Once a passing score is obtained, the unit ADPM must attach a copy of the scored test with **Attachment 15**, *Airfield Driver Training Documentation and Certification Checklist*. All documents are maintained by the unit ADPM.
- 3.4.1.6.9. Review slides and retake test as a part of the annual refresher training requirements.
- 3.4.1.7. Successful completion of the following written tests:
- 3.4.1.7.1. General Knowledge – **minimum score of 80%**.
- 3.4.1.7.2. Airfield diagram/layout – **minimum score of 100%**. Individuals must be able to identify the location of runways, taxiways, aprons, restricted areas, etc., and label them on the airfield diagram/layout test.
- 3.4.1.7.3. Communications test – **minimum score of 100%**. Individuals must be able to identify basic communication principles, phonetic alphabet, standard aviation phraseology, and escort phraseology / rules. This portion is only required for drivers operating within the CMA.
- 3.4.1.7.4. Runway Incursion Prevention Test – **minimum score of 100%**.
- 3.4.1.7.5. Tests will include information from this instruction and related support materials.
- 3.4.1.7.6. AM Ops will document test results on **Attachment 15**, *Airfield Driver Training Documentation and Certification Checklist* (Section II) . Individuals that successfully pass will have AF IMT 483, *Certificate of Competency*, stamped “**CMA / AIRFIELD AUTHORIZED**” or “**RAMP ONLY – NO CMA**”, and endorsed with signature by AM personnel. Drivers must return **Attachment 15**, *Airfield Driver Training Documentation and Certification Checklist* and required paperwork to their unit ADPM for filing. **NOTE:** Written tests may be consolidated into one test as long as the minimum questions are covered and clearly defined by sections (e.g., General Knowledge, Communication / Phraseology, Runway Incursion Prevention, etc.). The wing ADPM will distribute these tests to unit ADPMs after coordination with the Wing Safety Office.

3.4.1.7.6.1. Personnel failing to meet minimum passing scores in any area will require remedial training endorsed by the unit commander or equivalent (e.g., department head for contractors, etc.).

3.4.1.7.6.1.1. First Time Failures – Trainee will receive additional training from their unit ADPM. Annotate training on a MFR endorsed by their ADPM. Attach the **Attachment 15, Airfield Driving Training Documentation and Certification Checklist**, **Attachment 16, Airfield Driving Qualification Training Checklist**, and the AF Airfield Driving CBT certificate to the MFR. Trainees can be rescheduled for testing upon completion of additional training, but no earlier than 48 hours from the failure date.

3.4.1.7.6.1.2. Second Time Failures – As determined by the Airfield Manager or Assistant Airfield Manager.

3.4.2. Personnel with prior airfield driving experience *may not require 30 days* to complete all required training. However, the *time between training start and completion dates will not be less than seven days*.

3.4.3. Only airfield management personnel assigned to CCAFS Skid Strip are authorized to issue and endorse AF IMT 483 for airfield driving. Authority is not delegated to unit ADPMs.

3.5. Annual Refresher Training.

3.5.1. All personnel driving on the CCAFS Skid Strip airfield are required to undergo annual refresher training. Refresher training consists of the items listed in paragraph 2.5.13.

3.5.2. Airfield driving privileges will be suspended for individuals that do not complete refresher training on the first day of the preceding month after the refresher training is due. **NOTE:** Personnel that are not able to complete refresher training due to deployment, TDY, sickness, etc. must complete it prior to driving on the airfield.

3.6. Local Test Administration:

3.6.1. The ADPM or designated representative will administer airfield driving exams to unit personnel by appointment only at Airfield Management Operations (AM Ops, Bldg 50211).

3.6.2. Unit ADPMs will need to call / email the Wing ADPM or designated Airfield Management Ops to schedule personnel to test.

3.6.3. Only 3 testers may test at the same time unless workload permits for more.

3.6.4. Airfield driving exams are written and divided into several parts and each part has a minimum score requirement (See **3.4.1.7.**).

3.7. Lost Documentation:

3.7.1. Personnel who lose their AF IMT 483 can be reissued a new one by hand carrying the original **Attachment 15, Airfield Driving Training Documentation and Certification Checklist**, **Attachment 16, Airfield Driving Qualification Training Checklist** and a current copy of the AF Airfield Driving CBT certificate to AMOPS. AMOPS will verify training / testing documentation and issue a new AF IMT 483.

3.7.2. Personnel who lose their **Attachment 15**, *Airfield Driving Training Documentation and Certification Checklist* and **Attachment 16**, *Airfield Driving Qualification Training Checklist*, and still have a valid AF IMT 483 for Cape Canaveral AFS may be recertified to drive on airfield by the unit ADPM. The ADPM will complete new forms with a current copy of the AF Airfield Driving CBT certificate. ADPM will make a statement on the form to indicate it is a replacement for a lost original or refresher and verify all training requirements are current.

Chapter 4

OPERATING PROCEDURES AND STANDARDS

4.1. Vehicle / Pedestrian Operations on CCAFS Skid Strip.

4.1.1. Personnel driving on the airfield must be locally certified, briefed or escorted prior to entry on the airfield. Sponsoring agency (e.g., civil engineering, etc.) will provide an airfield qualified escort for personnel working on the airfield (as required). Personnel acting as an escort must be authorized / certified to drive on the airfield.

4.1.2. Vehicle operators must have a current state driver's license and current / valid AF IMT 483. Ensure these items are in possession before driving on the airfield.

4.1.3. Vehicles will enter the Skid Strip aircraft parking apron from Skid Strip Road. All other entry locations must be coordinated with and approved by the Airfield Manager or designated representative.

4.1.4. Vehicle operators will not use personal electronic devices such as Personal Digital Assistants (PDAs), iPODs, iPads, portable gaming systems, MP3 players, or cell phones on the airfield. Cell phone use authorized if the vehicle is safely parked in an area that will not interrupt aircraft operations. Additionally, cell phone use should be for official business only. **NOTE:** Hands-free devices are not authorized. Use of these devices has the potential to impair and distract drivers (e.g., prevents recognition of emergency signals / giant voice announcements, alarms, radio calls, etc.).

4.1.5. A current, local airfield diagram will be maintained in all vehicles operating on the airfield.

4.1.5.1. The Wing ADPM will provide an airfield diagram (**Attachment 4, CCAFS Skid Strip Airfield Diagram**) to all ADPMs for airfield familiarization training. Airfield diagram training shall include the following items:

4.1.5.2. Location and a detailed description of runways, taxiways and ramp / aprons as defined in this instruction.

4.1.5.3. The location and description of Visual Flight Rules (VFR) holding position markings.

4.1.5.4. Airfield access points.

4.1.5.5. Restricted Area boundaries/ECPs.

4.1.5.6. The Controlled Area boundary.

4.1.5.7. Vehicle traffic lanes and traffic flow.

4.1.5.8. Critical area boundaries for precision navigational aids.

4.1.5.9. A legend to illustrate symbols used.

4.1.5.10. Location of Airfield Management and the air traffic control tower (ATCT).

4.1.5.11. Jet Blast Hazard areas.

4.1.5.12. Hot Spots.

4.2. Vehicle / Pedestrian Operations in the Controlled Movement Area (CMA).

4.2.1. The CMA includes the runway, 1000' grass overruns, and areas within 205 feet of the runway/overrun edges, to include portions of Taxiways "Alpha" and "Bravo" (See **Attachment 9**, *CCAFS Skid Strip Controlled Movement Area*).

4.2.2. Vehicle operators / pedestrians operating in the CMA receive approval from the CCAFS Skid Strip Air Traffic Control Tower (ATCT) prior to entry, and must monitor / maintain two-way radio contact with the tower while in the CMA. **NOTE:** Conduct an operational test of the radio before entering the airfield. The acceptable method of communicating with tower personnel is via Land Mobile Radio (LMR). Cell phones, Very High Frequency (VHF) and Ultra High Frequency (UHF) radios are not authorized. Additionally, three-way relayed messages to / from the tower is prohibited.

4.2.3. In the event of a radio failure or loss of communication with the ATCT while driving on the CMA, the tower controller will attempt to make contact with the vehicle operator / pedestrian by using light-gun signals or cycling the runway lights on / off. **NOTE:** If on the runway during communication loss, exit to the nearest taxiway or road and contact airfield management for instructions. ATCT will also contact AM Ops to track down vehicles who have lost contact and escort them off the airfield.

4.2.4. Vehicle operators / pedestrians will ensure they contact the ATCT when off the runway / CMA.

4.2.5. One individual may act as an escort for two or more vehicles that are together or within 250 feet of each other. The escort vehicle is responsible for the group and will relay ATCT control instructions / communication for the group. Use the phrase – Plus # to indicate how many additional vehicles you are escorting.

4.2.6. Vehicles operating on any portion of the CMA will have roof-mounted LED / rotating beacon lights turned on. If these are not available, headlights and flashing hazards lights will be used / turned on.

4.3. Vehicle / Pedestrian Operation Operating in the Uncontrolled Movement Area.

4.3.1. The uncontrolled movement area includes the CCAFS Skid Strip parking apron and portions of Taxiways Alpha and Bravo (see **Attachment 10**, *CCAFS Skid Strip Uncontrolled Movement Area*). Drivers in these areas must be airfield driving certified and possess an AF IMT 483 (one-time exceptions may be made by the Airfield Manager or designated representative to support unique mission requirements after a thorough briefing). Two way radio communications with the ATCT is not required. However, vehicle operators will proceed with caution and abide by the contents of this instruction. **NOTE:** Personnel will not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

4.4. Control Tower Light Gun Signals.

4.4.1. Decals depicting light-gun signals and their meanings are required in all vehicles operating on the runway / CMA. The Air Force version (AFVA 11-240, *USAF Airfield Signs and Markings*) and the Federal Aviation Administration (FAA) Form 5280-7, *Airfield Visual Aid Safety Placard*) are both authorized and available from airfield management (in limited quantities). Units requiring large numbers of decals should order decals online. **NOTE:**

Decals may be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

4.4.1.1. AFVA 11-240 is available from the Warehouse Management System at <http://www.afpubs.hq.af.mil/profile/userlogin.aspx>.

4.4.1.2. FAA Form 5280-7 is available from the FAA Office of Runway Safety at <https://www.faa.gov/runwaysafety/order.order.cfm>.

4.4.2. Light-gun signals and their meanings are depicted in Figure 4.1. and **Attachment 5, Airport Signs, Markings, and Light Gun Signals**).

Figure 4.1. Tower Signals for Control of Airdrome Traffic



4.5. Airfield Signs, Markings and Lighting.

4.5.1. All signs, markings and lighting are standardized and meet Air Force and FAA criteria.

4.5.2. Airfield signs, markings and their meanings are depicted below and in **Attachment 5, Airport Signs, Markings, and Light Gun Signals**).

4.5.2.1. Runway Hold Lines consist of a double yellow solid line with a double yellow broken line extending perpendicular to the taxiway centerline line from edge to edge. The marking is painted on the ground and in-line with mandatory signs (See [Figure 4.2](#))

Figure 4.2. Runway Hold Line



NOTE: To travel past the runway hold line onto the runway / CMA, vehicle operators / pedestrians must be in two-way radio contact with the ATCT and have approval to proceed.

4.5.2.2. Taxiways are designated by letters. Both taxiways – Alpha and – Bravo have taxiway designation signs posted, and have yellow lettering on a black background. These signs indicate the taxiway you are currently on (See [Figure 4.3](#)).

Figure 4.3. Taxiway Location Sign

4.5.2.3. Runways are designated by numbers. Runway 13 / 31 mandatory signs have white lettering on a red background. *ALL* vehicle operators / pedestrians must have two - way radio contact with the ATCT and approval to proceed prior to passing this sign (see [Figure 4.4](#)).

Figure 4.4. Runway Mandatory Sign

4.5.2.4. Taxiway edge lights are blue, and define the lateral limits and direction of a taxiing route (see [Figure 4.5](#)). They are located on Taxiways – Alpha and – Bravo, as well as the parking apron.

Figure 4.5. Taxiway Edge Light

4.5.2.5. Runway edge lights, threshold lights and runway end lights are used to outline the lateral and longitudinal limits of the usable surface of the runway (See [Figure 4.6](#)). Runway 13 / 31 edge lights are white, with the last 2,000 feet being a combination of white / yellow.

Figure 4.6. Runway Edge Light



NOTE: Vehicles (maintenance, contractors, escorts, etc.) operating near obstacles on the airfield such as taxiway / runway signs, approach lighting systems, etc. will use caution, and in the case of backing up towards these obstructions use a spotter to avoid damage to the vehicle and costly equipment. Report all broken fixtures to airfield management.

4.6. Vehicle Traffic Control Devices.

4.6.1. There are no traffic lights controlling vehicular movement on the airfield at CCAFS Skid Strip.

4.7. Vehicle Speed Limits.

4.7.1. Runway – There is no speed limit on the runway. However, vehicles will travel at speeds safe and prudent for existing conditions.

4.7.2. Taxiways – **30 MPH**

4.7.3. Aircraft parking apron for general purpose vehicles (e.g., sedans, vans, station wagons, buses, etc.) - **15 MPH.**

4.7.4. Aircraft parking apron for special purpose vehicles (e.g., tugs, forklifts, K-loaders, tractors, refuelers, stair trucks, etc.) – **10 MPH.**

4.7.5. Vehicles operating within 25 feet of an aircraft – **5 MPH**

4.7.6. Towing speed for Aerospace Ground Equipment (AGE) (e.g., compressors, ground power units, oxygen carts, etc.) – **15 MPH. NOTE:** Towing allowances (number / type of AGE) will be IAW AFOSHSTD 91-100, *Aircraft Flightline Ground Operations and Activities*). Do not use rope, chains, cables or other flexible means of towing ground equipment.

4.7.7. Towing speed for aircraft – **5 MPH.**

4.7.8. Wing walkers will be used during towing operations when required. Towing without aircraft power (chock walks) will only be done as a last resort and must be approved by a Flightline Production Supervisor (AFOSHSTD 127-100, *Aircraft Flightline – Ground Operations and Activities* and AFMAN 24-306, *Manual for Wheeled Vehicle Driver*).

4.7.9. Speeding is not permitted during exercises. **NOTE:** Transient Alert – Follow-Me vehicles may be operated in excess of speed limits only to accommodate the optimum safe taxiing speed of aircraft and when safety is not compromised.

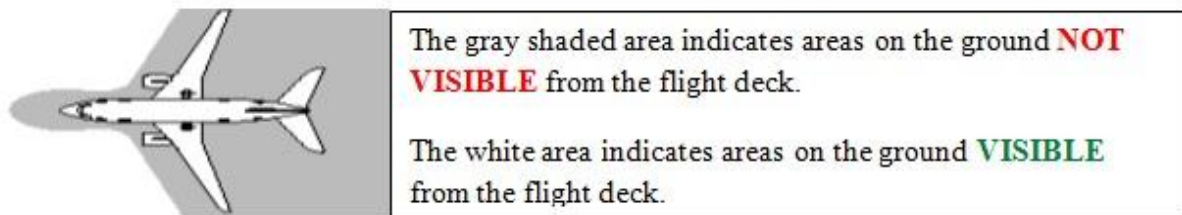
4.8. Operating a Vehicle in the Vicinity of Aircraft.

4.8.1. No vehicle will be left unattended or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft when engines are in operation. **NOTE:** An aircraft's anti-collision lights will be operating prior to engine start and during taxi operations. This is a clear indication to utilize caution around the aircraft.

4.8.2. If a vehicle is operated within 25 feet of an aircraft, the driver must turn in a direction with the driver's side toward the aircraft.

4.8.3. Pilots have a limited field of view from the cockpit — never assume they can see you. The driver's side of the vehicle will be visible by the pilot and vice versa (see [Figure 4.7](#))

Figure 4.7. Pilot Field of View



EXCEPTION. Vehicles transporting distinguished visitors (e.g., surney buses, staff vehicles, etc.) may approach aircraft with the passenger side facing the aircraft, but not closer than 25 feet from the nearest point of the aircraft.

4.8.4. Do not drive vehicles within 10 feet of a parked aircraft (circle of safety) unless the vehicle is required for ground servicing. Use of a spotter and pre-positioned chocks are required within 10 feet of an aircraft.

4.8.5. Vehicles will not be driven underneath the wings or tail of any aircraft.

4.8.6. Vehicles will not operate within 50 feet of fueling / defueling operations unless allowed by applicable Technical Order (T.O.).

4.8.7. Refueling vehicles will not be parked closer than 20 feet to the aircraft fuel intake or air vents, nor within 10 feet of any part of the aircraft. Leave the vehicle door slightly ajar while servicing an aircraft in case of an emergency and the vehicle must be moved quickly.

4.9. Aerospace Ground Equipment Operations.

4.9.1. Remove AGE equipment, electrical carts, forklifts, tow bars, fire extinguishers, maintenance stands, portable lighting and similar equipment (when not in use) from the aircraft parking area and store in appropriate areas IAW Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*. Designated AGE / support equipment storage is established within a reasonable distance near the ramp. **Note:** Specifically identified equipment may be placed in authorized locations, provided they are marked with standardized markings to ensure proper placement). Waivers are required prior to placement of these equipment items.

4.9.2. Do not place equipment earlier than 3 hours prior to aircraft arrival, and no longer than 3 hours after aircraft departure IAW UFC 3-260-01, *Airfield and Heliport Planning and Design*. However, equipment should be removed as soon as it is no longer required.

4.10. Parking / Chocking Requirements and Unattended Vehicles.

4.10.1. Extreme caution must be used during reverse operations around aircraft. Vehicles reversing up to an aircraft must have chocks in position and a spotter / marshaller during the maneuver.

4.10.2. Vehicles will be parked in a manner to eliminate the possibility of striking any portion of an aircraft if the vehicle inadvertently rolls forward / backward. **NOTE:** Servicing vehicles (i.e., fleet service trucks, fuel trucks, etc.), due to design or particular operation, are sometimes required to park perpendicular to the aircraft.

4.10.3. The driver will perform the following steps when exiting the vehicle:

4.10.3.1. Turn off the ignition (preclude possible gear-jump), set the brakes, place a manual transmission in reverse or an automatic transmission in park, and leave the keys in the ignition.

4.10.3.2. Use chocks to secure all vehicles and wheeled equipment without an integral braking system when left unattended on aircraft parking ramps.

4.10.4. Aircraft must be chocked and engines shut down on the appropriate side before stair trucks / boarding ramps are positioned.

4.10.5. Vehicles parked within 10 feet of any aircraft will have one rear wheel chocked fore and aft with parking brake applied. Chocks will be used to secure all vehicles and wheeled equipment without an integral braking system.

4.10.6. Vehicles will not be parked on the aircraft parking apron or taxiways unless in direct support of a specific airframe / mission and with airfield management approval.

4.10.7. All wheeled AGE and maintenance equipment will be braked or, if not equipped with brakes, chocked.

4.11. Lateral Distance Requirements for Mobile Obstacles.

4.11.1. Vehicles operating in / or around the airfield are considered mobile obstacles and must comply with the following:

4.11.2. The lateral clearance distance from taxiway centerline to parked or moving vehicles is 200 feet. When operating off the edges of a taxiway do not park or operate a vehicle within 200 feet of the taxiway centerline. No vehicle or equipment will be parked and left unattended within 200 feet of the taxiway centerline without a Major Command (MAJCOM) approved waiver.

4.11.3. The lateral clearance distance from the edge of all ramps and aprons to a mobile obstacle is 50 feet from the wingtip of any aircraft. When operating off the edges of a ramp or apron, do not park or operate a vehicle within 50 feet of a moving aircraft. To ensure separation from any aircraft utilizing CCAFS Skid Strip, vehicles should park a minimum of 170 feet from edge of the parking apron.

4.11.4. The lateral clearance distance from the runway centerline is 1000 feet. This area is located within the CMA and radio contact with the ATCT must be established and maintained at all times. When operating within this area, do not park and leave a vehicle unattended.

4.11.5. Additional information on ground support equipment (mobile) and airfield vehicles can be found in Unified Facilities Criteria (UFC) 3-260-01, *Airfield and Heliport Planning and Design*. Deviations to this policy require coordination and approval from Airfield Management. **EXCEPTION:** Mobile ground support equipment is exempt from clearance distance criteria. Examples of ground support equipment include: aerospace ground equipment, electrical carts, fire extinguisher carts, and portable floodlights. When such equipment is NOT in use, it must be removed from the taxiways and apron edges, and stored in areas that do not violate aircraft clearance requirements for normal operating routes. For the purpose of this instruction, equipment is defined as support equipment in place not more than three hours before aircraft arrival or three hours after aircraft departure.

4.12. Foreign Object Damage (FOD) Control / Prevention.

4.12.1. Vehicle operators must make every attempt to stay on paved surfaces and avoid driving on unimproved surfaces (e.g., dirt, grass, etc.). If driving on unimproved surfaces is required, conduct a FOD check upon exit of these areas or returning to paved surfaces. FOD checkpoints are located on each paved surface leading to the airfield.

4.12.2. At a minimum, a FOD check will consist of the following:

4.12.2.1. Inspection of vehicle tires (pull forward to check tire in contact with the pavement). This is referred to as a roll – over FOD check. Remove any foreign materials (e.g., rocks, gravel, etc.) as applicable.

4.12.2.2. A visual check to ensure all external vehicle components are secured. Secure all items in a payload vehicle, including all tie down device loose ends such as chains, ropes, packaging or other items that may become dislodged during movement while on the airfield. Additionally, close all truck tailgates and tool compartments prior to entering the airfield.

4.12.2.3. A thorough walk – around of the vehicle to check for damaged, loose or worn parts.

4.12.3. If there is a significant amount of FOD (too much for an operator / pedestrian to pick up), contact airfield management via LMR or phone, who in turn will respond and / or request additional support.

4.12.4. Vehicles operating on the airfield are required to have a FOD container / receptacle.

4.12.5. Hats are not authorized on the airfield due to their FOD potential. The CCAFS Skid Strip airfield is a no-hat area.

4.13. Restricted Visibility, Night Operations and Lightning Warnings.

4.13.1. Headlights will be turned on from sunset to sunrise, and during periods of inclement weather or reduced visibility.

4.13.2. Poor weather conditions (e.g., fog, rain, etc.) have the potential to obscure visual cues, airfield markings and signs. Vehicle operators must remain vigilant of their surroundings and operating boundaries.

4.13.2.1. When visibility is less than 92m (300 feet), refueling and explosive loaded vehicles will not be operated unless directed by the wing / installation commander.

4.13.2.2. When visibility is less than 31m (100) feet, vehicles (except emergency response vehicles) will not be operated on the airfield.

4.13.2.3. When visibility is less than 16m (50 feet), it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles. **NOTE:** Not applicable to CCAFS Skid Strip.

4.13.3. During night operations, vehicles facing a taxiing aircraft must turn off vehicle headlights and turn on hazard lights until the aircraft passes.

4.13.4. Exercise caution to ensure vehicle headlights are not pointed towards taxiing aircraft. Vehicles with daytime running lights (DRLs) will park in a safe location with ignition off, parking brake set, and emergency flashers on until the aircraft passes. Headlights will remain off until the aircraft is out of range.

4.13.5. Flashing hazard lights or parking lights will be used during the hours of darkness or inclement weather when vehicles are temporarily parked on any part of the ramp. **NOTE:** The only designated parking area on the airfield for extended periods of time is Bldg. 50211 parking lot (Airfield Operations). Exceptions will be made by the Airfield Manager on a case – to - case basis and dependent on mission (e.g., F-15 POD Testing, etc.).

4.13.6. When (Phase II) **lightning within 5 NM of Cape Canaveral Skid Strip** is declared by the 45 WS Weather Squadron, cease all outdoor activity. All personnel on the airfield, including contractors, will take immediate shelter inside a building or in a vehicle. No personnel will be outside walking around the airfield until the lightning warning has been terminated.

4.14. Restriction for Operating Motorcycles, Mopeds, scooters, bicycles, and Other Vehicles.

4.14.1. Privately owned bicycles, mopeds, motorcycles, three-wheeled vehicles and motor homes are not authorized on the airfield.

4.14.2. Government owned bicycles and four – wheelers used in the course of official government business may only operate on the ramp excluding taxiways and runways, provided all safety requirements are met (i.e., reflectors, helmet, etc.) and with prior coordination / approval from Airfield Operations.

4.14.3. Government owned electric or gas powered golf carts are authorized on the ramps, but not on the CMA. Operators of these vehicles must also be certified to drive on the airfield. **EXCEPTION:** The airfield management John Deer Gator Utility Vehicle is authorized on all portions of the airfield.

4.15. Unique Unit Requirements / Operations and Local Restrictions.

4.15.1. Instrument Landing System (ILS) Critical Areas and Precision Obstacle Free Zone (POFZ). No critical areas exist on CCAFS Skid strip due to lack of required navigational equipment.

4.15.2. Restricted Areas. The aircraft parking apron has four parking spots for large-frame aircraft. Normally, these areas are not restricted. However, depending on mission and the Protection Level (PL) of an aircraft, these spots may temporarily become restricted areas. *DO NOT* enter the restricted / roped off area without going through the established entry control point (ECP) and having proper authorization (usually an entry authorization list (EAL)). Violations will be handled through CCAFS Security Forces.

4.15.3. Airfield Entry Points. Entry onto the airfield / runway via Transporter Road, Control Tower Road, and Mid-Field Road is not authorized unless prior coordinated and approved through airfield management. To the maximum extent possible, entry onto the airfield will be via Skid Strip Road and the aircraft parking apron.

4.15.4. Runway Crossing Points. The only authorized runway crossing point is from Taxiway Bravo directly to Transporter Road. This road is used only during heavy space payload operations to / from Area 59 and the aircraft parking apron. Vehicle operators must have ATCT approval to cross the runway from these points when the airfield is open / active. No other runway crossing points exist.

4.15.5. Vehicle Supplemental Traction Devices. Safety chains or studded tires are not required, used nor authorized at CCAFS Skid Strip.

4.15.6. Night Vision Device (NVD) Airfield Procedures. Procedures for airfield driving during blackout conditions will be IAW AFMAN 24-306, Chapter 10, MAJCOM, and local directives. **NOTE:** Units operating on the airfield using NVDs must have a Letter of Agreement with the 45 SW / CC.

4.15.6.1. Patrick Air Force Base Rescue Squadron personnel occasionally use Night Vision Devices (NVDs) while performing parachute jumps at CCAFS Skid Strip. These personnel are the only ones authorized to use NVDs while driving on the airfield.

4.15.6.2. Vehicle speed limits. **NOTE:** Per AFMAN 24-306, vehicle speeds during blackout operations will be limited to 10MPH.

4.15.6.3. Vehicles operating with lights – out during periods of reduced airfield lighting must use hazard warning flashers or mount an Infrared Red (IR) strobe on the vehicle's roof so the ATCT and aircrew can observe the vehicle on the airfield. **NOTE:** Vehicle operators must still maintain two - way radio communication with the ATCT while operating on the runway / CMA.

4.15.6.3.1. Operations within the blackout area are limited to pre - coordinated events and personnel participating in the event. Non - participating vehicles will not mix with NVD vehicles on any controlled movement area. Check with airfield management to determine locations and times. **NOTE:** Vehicle operations should be kept to a minimum during periods of reduced airfield lighting.

4.15.6.4. Any vehicle accident during NVD operations will result in immediate “Knock it off” procedures. NVD operations may resume when approved by the on - scene commander.

4.15.6.4.1. All drivers and personnel involved in the accident will stop the vehicle(s) and wait for the on - scene commander.

4.15.6.4.2. Injuries must be reported immediately to the Fire Department and MDG.

4.15.6.4.3. Report all vehicle accidents / incidents to Airfield Management. All drivers involved will complete a statement of what occurred. Depending on the circumstances, an AF Form 457, *USAF Hazard Report*, or AF Form 651, *Hazardous Air Traffic Report* may be required.

4.15.6.5. All airfield drivers will be trained on NVD and have the training annotated on the backside of their AF Form 483 stating “NVD Ops Qualified.”

4.15.6.6. NVD annual refresher training must be completed before the one - year anniversary date. Review NVD operational procedures and receive a check ride performed by the unit ADPM or certified trainer.

4.15.6.7. NVD qualified trainers / instructors must have MFR stating the date training received and who the trainer and certifier were.

4.15.6.8. Blackout events may be limited to runway and approach lights out operation or to limited section of the airfield such as the parking ramp, or the complete airfield environment. Taxiway lights and ramp “stadium” lights are controlled by the control tower. The parking lot lights are controlled by airfield management. Airfield management will take NOTAM action closing the airfield to non - special operations aircraft when runway, taxiways and ramp lights are not available.

4.15.6.9. Success of the operation demands all individuals involved in Airfield Operations receive instructions as to start / finish times and radio announcements of requirements from Cape Tower ramp net.

4.15.7. In – Ground Fuel Pits. CCAFS Skid Strip does not have in - ground refueling capabilities.

4.15.8. Red Carpet. Vehicle operators will not drive any vehicle across the “red carpet” painted on the aircraft parking apron.

4.15.9. Jet Blast Hazard Areas. All spots on the aircraft parking apron are authorized engine run-up areas. Vehicle operators and personnel will avoid all areas behind an aircraft performing or about to perform an engine run.

4.15.9.1. When engines are running or are about to be started, remain at least 25 feet to the front or 200 feet to the rear of any aircraft. **NOTE:** When operating near large aircraft, such as C5, C17, B747, KC - 10, etc., use extreme caution due to jet engine blast (recommended distance is 500 feet).

4.15.10. Designated Smoking Areas.

4.15.10.1. Smoking is prohibited in all government owned or leased vehicles.

4.15.10.2. Smoking is prohibited on the parking apron, taxiways and CMA.

4.15.10.3. The designated smoking area on the airfield is on the west side of Bldg. 50211, Airfield Operations.

4.15.11. Designated Jogging Areas. Jogging or any other form of physical fitness or sporting activity (e.g., cycling, wing fun runs, etc.) on the airfield is prohibited. Deviations to this policy require wing leadership authorization and approval.

4.16. Control Tower / Vehicle Radio Problem Areas and Tower Blind Spots.

4.16.1. There are no known radio – dead zones or tower visual blind spots. If a radio problem occurs, exit the runway / CMA immediately and contact airfield management.

4.17. Emergency Response Vehicle Operations.

4.17.1. Emergency response vehicles (e.g., Fire Department, Hospital, Security Forces, etc.) responding to an emergency (real world and exercise) will request ATCT approval *BEFORE* entering the runway / CMA. An emergency does not automatically grant access onto the runway / CMA. The speed limit for the runway and taxiways must be consistent with conditions and equipment being operated.

4.17.2. Vehicles not directly involved or supporting an emergency will leave the airfield, and stop / yield the right – of – way to emergency vehicles as required. Vehicles may withdraw to Airfield Operations (Bldg. 50211) or their work center until the emergency is terminated.

4.17.3. Follow – on / support response agencies are required to standby either on the parking apron, Taxiway Alpha, or Skid Strip Road until called forward by the Fire Chief or On – Scene Commander.

4.18. Use of Perimeter Road, In – Field, Service or Other Roads.

4.18.1. To reduce the potential for a runway incursion, CMA violation or interfering with aircraft operations, all non – essential vehicle traffic will be restricted to roads located off the airfield.

4.19. Vehicle Traffic Flow.

4.19.1. Drivers must use the most direct route to their destination and minimize the distance traveled on the airfield. On the taxiways and runway, drivers will operate vehicles in the direction of travel (right hand side) and use appropriate turn signals (see **Attachment 6**, *Vehicle Traffic Flow on Taxiways*).

4.19.2. Do not drive on any taxiway or runway centerline unless required in performance of official duties (e.g., airfield checks, inspections, sweeper operations, aircraft towing, etc.).

4.20. Vehicle Yielding Rules.

4.20.1. Ground vehicle operators will yield the right of way to all aircraft and:

4.20.1.1. Will not cross a taxiway or cross in front of an approaching aircraft that is within 200 feet or until the aircraft has passed by at least 500 feet.

4.20.1.2. Will remain at least 100 feet away from any helicopters with rotors in motion.

4.20.1.3. Will yield the right – of – way to any vehicle already operating on the taxiway they wish to enter or cross.

4.20.1.4. Will yield the right – of - way to all emergency response and / or alert vehicles with rotating lights in motion.

4.21. Disabled Vehicles on the Airfield.

4.21.1. If a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert personnel and / or taxiing aircraft in the vicinity. At a minimum, the ground vehicle operator will:

4.21.1.1. Leave the vehicle parking lights or emergency flashers ON if the malfunction occurs during the hours of darkness or on the CMA.

4.21.1.2. If the vehicle has two – way radio capability, make the following transmission: — All agencies BREAK BREAK – this is (vehicle call sign) with an emergency for Airfield Management (AM) and Tower (ATCT). State the nature of the emergency and report the position on the airfield.

4.21.1.3. Operators of other radio – equipped vehicles (e.g., security forces, civil engineering, transient alert, IOMS, etc.) should make every effort to assist getting the disabled vehicle off the airfield, especially the runway, taxiways and parking apron paved areas.

4.21.1.4. If a vehicle is not equipped with a two - way radio or cell phone, stay with the vehicle and continue attempts to alert taxiing aircraft or other vehicles in the vicinity.

4.21.1.5. In the event of a disabled vehicle on the CMA, the vehicle operator will immediately notify ATCT and airfield management by any means possible to coordinate expeditious removal of the disabled vehicle from the CMA.

4.21.1.5.1. Vehicle operators will ensure the disabled vehicle is *not* left unattended in the CMA.

4.21.1.5.2. Disabled vehicles will be removed using any method in the quickest and safest way possible.

4.21.1.5.3. ATCT will flash the runway edge lights on and off to alert vehicle operators / pedestrians on the runway that there is a problem and / or emergency that requires them to immediately exit the runway.

4.21.1.5.4. All vehicles operators / pedestrians must exit the runway immediately. Contact ATCT or AM immediately and advise off the runway and include any pertinent information that might affect safe runway operations. If not able to communicate with ATCT or AM via radio, use other means of communication such as a cellular phone (when available). Report incident to AM immediately.

4.22. Airfield Tours.

4.22.1. Large-scale events and tours of CCAFS and / or the Skid Strip will be conducted and coordinated through the 45 SW Public Affairs Office. The Public Affairs Office will notify airfield management of any event that involves tours of the CCAFS Skid Strip and provide details (e.g., who, what, when, where the tour will take place) so flying operations are not impacted.

4.23. Passengers / Cargo in Vehicles Operating on the Airfield.

- 4.23.1. Personnel will not ride on any part of a vehicle not intended for carrying passengers, nor will they ride in or upon trailers.
- 4.23.2. Passengers will remain seated while the vehicle is in motion and will keep their arms and legs within the vehicle body.
- 4.23.3. Passengers will use available seat belts at all times while the vehicle is in motion (TO 36A-1-6, *Installation of Seat Belts in USAF Vehicles*).
- 4.23.4. Passengers will not ride in the doorways or sit on the engine cover of metro vans (also called step-vans). Rear door nets will be in place while passengers are transported when the doors are open.
- 4.23.5. Side doors on passenger vans will be closed while the vehicle is in motion.
- 4.23.6. Passengers are prohibited from riding on towed equipment.
- 4.23.7. Passengers will not mount or dismount vehicles while the vehicle is in motion.
- 4.23.8. Cargo will be secured using ropes, chains, or chocks to prevent injury or damage caused by falling or sliding. Cargo extended beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector / light during hours of darkness.

4.24. Pedestrian Movement on the Airfield.

- 4.24.1. Pedestrians are authorized on the airfield for official business in support of the flying mission.
- 4.24.2. Pedestrians on the airfield will walk facing oncoming traffic.
- 4.24.3. Personnel will not sit or recline on the ramp in a manner that interferes with normal ground vehicle and aircraft operations.
- 4.24.4. Personnel will not enter the runway / CMA without two – way radio contact and approval from the control tower (when open / active). Contact airfield operations for approval when the tower is closed.

4.25. End of Runway (EOR) Procedures.

- 4.25.1. The Skid Strip does not have EOR procedures. However, ground support equipment on the parking apron will be removed from the airfield when flying operations have ended for the day. Equipment may be placed three hours prior to scheduled activities and left no longer than three hours after flying operations are completed.

4.26. POV Passes (Permanent).

- 4.26.1. POVs on the airfield are highly discouraged. Permanent POV passes (validated and renewed annually) are not issued or authorized on CCAFS Skid Strip. Personnel requiring access onto the airfield will be airfield driving qualified, drive a government owned / leased vehicle and / or be escorted.

4.27. POV Passes (Temporary) and GOV Leased Vehicles.

- 4.27.1. Passes (see Attachment 25, *Contractor / TDY Personnel POV Pass (Temporary)*) will normally only be issued for short-term TDY and airfield construction projects only,

and not for convenience. EXCEPTION: Use of POV and GOV leased vehicles on the airfield for deployed unit missions, inspection teams, etc. may be authorized by the Airfield Manager. GOV leased vehicles are only authorized when marked with government or organizational decals. Any vehicle not marked with an organizational decal, government plate or some other type of government marking shall be considered a POV.

4.27.1.1. Request for a vehicle pass must be endorsed by the individual's Unit Commander or Company/Contractor representative. At a minimum, the MFR or local form / electronic equivalent will contain the following information: (**Attachment 25, Contractor / TDY Personnel POV Pass (Temporary)**).

4.27.1.2. Owner / User.

4.27.1.3. Organization.

4.27.1.4. Duty Phone.

4.27.1.5. Vehicle Make, Model, Year, Color, and License / State.

4.27.1.6. Pass / Permit number.

4.27.1.7. Area of Operation(s) / location.

4.27.1.8. Justification.

4.27.1.9. Effective period / dates.

4.27.2. Passes are colored-coded. Display the pass on the left side (driver's side) of the dashboard, visible when the vehicle is on the airfield.

4.27.3. Passes change color yearly.

4.27.4. Remove and secure POV passes from the vehicle when leaving the airfield.

4.27.5. Passes are non-transferable and only valid for the vehicle of issue.

4.27.6. Use the POV passes for official business only — not for personal use.

4.27.7. Temporary passes will expire upon completion of work or at the expiration date, whichever is sooner.

4.27.8. Passes will be displayed on the dashboard (drivers side) of the vehicle, and be valid for the duration of the contract / project / mission. Extensions are permitted but must be coordinated and approved by the Airfield Manager.

4.27.9. Prior to issuing a temporary pass(es), a one – on - one or mass briefing will be given by the wing ADPM.

4.27.10. All passes will be returned to the wing ADPM upon expiration or when no longer needed.

4.27.11. When necessary (e.g., operating on the runway / CMA), personnel will have a radio capable of two – way radio contact with the control tower and / or airfield management. Airfield management will not normally provide radios for contractors, since this should already be included in the contract requirements. **NOTE:** Only the Airfield Manager or Assistant Airfield Manager may issue vehicle passes. Maintain vehicle passes and

supportive information IAW Air Force RDS. **Note:** Authority must not be delegated outside of AM.

4.28. Unmanned Aerial System (UAS) Operations.

4.28.1. The CCAFS Skid Strip operates remotely piloted, unmanned aerial systems. All personnel involved in UAS operations will be fully trained and qualified IAW this instruction, to include runway / CMA access.

4.28.2. Currently, there are no requirements to establish procedures for chase vehicles entering the runway / CMA to conduct launch and recovery operations.

Chapter 5

ENFORCEMENT, REPORTING AND VIOLATION CONSEQUENCES

5.1. Enforcement.

5.1.1. Airfield driving violations put ground personnel, aircrews and high value assets at risk. Unit commanders and ADPMs will be notified by the Airfield Manager or Assistant Airfield Manager in writing when airfield driving privileges are revoked. The following will be used as a baseline guide and is not intended to cover every possible violation / scenario.

5.1.2. The AOF / CC, SE and Wing ADPM will work as a team to assign all runway incursions an operational category (i.e., Operational Error, Pilot Deviation and Vehicle / Pedestrian) defined in **Attachment 1**, *Glossary of References and Supporting Information* for trend analysis. The AOF / CC will ensure these classifications are annotated in the recommendation section of AF IMT 457, *USAF Hazard Report* or the narrative section of AF IMT 651, *Hazardous Air Traffic Report*.

5.1.3. The Wing ADPM is responsible for taking immediate actions to correct any identified systematic problems and ensuring interim control measures are applied until permanent corrections are made.

5.2. Runway Incursions / CMA Violations.

5.2.1. Runway incursions are the most serious CMA violation and are the result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft regardless of impact of aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors. Normally, incursions are caused by communication errors, lack of familiarity with an airfield, loss of situational awareness, distractions, etc. Runway incursions are further classified into three categories (Operational Error, Pilot Deviation, and Vehicle / Pedestrian). (See Attachment 1).

5.2.2. The tower / ground controller will immediately notify airfield management of all runway incursions / CMA violations, who in turn will respond and escort the individual(s) off the airfield to complete a runway / CMA violation worksheet (See **Attachment 7**, *CCAFS Skid Strip CMA / Airfield Violation Worksheet*). **NOTE:** FAA Form 8020-25, **Investigation of Vehicle or Pedestrian Deviation Report**, may also be used (as required).

5.2.2.1. The Airfield Manager or Assistant Airfield Manager will investigate the incident along with Safety and ATC personnel as necessary. Driver's 483 will be confiscated / suspended by the Airfield Manager until investigation is completed. The unit commander and unit ADPM of the individual who committed a runway incursion will be notified that one of their unit personnel was involved in a CMAV and the incident is under investigation. This notification will be made within 24 hours or the next duty day of the alleged incident, whichever occurs first.

5.2.2.1.1. The Wing ADPM and SE must inspect the unit airfield driving program of personnel that commit a runway incursion as part of the investigation. Emphasis will be placed on how the unit trained the individual and their compliance with this instruction.

5.2.2.1.2. Results of an investigation will be forwarded to 45 OSS / CC, through the AOF / CC, and to the violator's commander. If driving privileges are suspended / revoked, the individual will be completely retrained to the standards contained in this instruction. A subsequent runway incursion in most cases will result in a permanent suspension / loss of airfield driving privileges.

5.2.2.2. Runway incursions / CMA violations will be reported to Wing Safety IAW AFI 91-223, *Aviation Safety Investigations and Reports*, Chapter 6.

5.2.2.2.1. For incursions / violations that had an adverse impact on flight operations (arrivals, departures, etc.), an AF IMT 651, *Hazardous Air Traffic Report* will be submitted to the Wing Safety Office within 24 hours of the incident.

5.2.2.2.2. For incursions / violations that did not impact flying operations, an AF IMT 457, *USAF Hazard Report* will be submitted to the Wing Safety Office within 24 hours of the incident. **NOTE:** MAJCOM Airfield Operations division (A3) will be notified within 24 hours of any CMAV / HATR incident.

5.2.3. The AF IMT 457, *USAF Hazard Report* or AF IMT 651, *Hazardous Air Traffic Report* will include the following information in the narrative section:

5.2.3.1. Individual's information (e.g., rank, job title, organization, TDY, base assigned, etc.).

5.2.3.2. Individuals experience working on or near the airfield and date trained.

5.2.3.3. If the individual was authorized on the airfield and / or CMA.

5.2.3.4. If the individual completed all training required to operate a vehicle on the airfield.

5.2.3.5. Approximate location where the CMAV occurred (e.g., runway / taxiway intersections, distance from thresholds, overruns, etc.).

5.2.4. All incidents will be documented and briefed at quarterly Airfield Operations Board meetings. Units must provide specific information (who, what, when, where, how) for trend analysis, and documentation kept for the current and previous calendar year.

5.2.4.1. Trends will be highlighted showing upward / downward incident rates (as applicable).

5.2.4.2. Wing ADPM shall maintain a copy of all AF Forms 651/457, actions taken, results and supporting documentation IAW RDS. (AFI 91-204, *Safety Investigations and Reports*, and AFMAN 91-223, *Aviation Safety Investigations and Reports*. A copy of the final runway incursion AFSAS report may be obtained from Wing Safety and / or MAJCOM OPR for AO.

5.3. General Airfield Driving Violations.

5.3.1. Personnel witnessing a general airfield driving infraction (e.g., speeding, not performing FOD checks, etc.) should immediately notify airfield management and give a brief description and location of the incident. Airfield management personnel will respond and escort the individual off the airfield and complete a violation worksheet (See **Attachment 7**, *CCAFS Skid Strip CMA / Airfield Violation Worksheet*).

5.3.1.1. Violations without an aircraft incident will result in refresher training with emphasis on areas concerning the violation. Subsequent and repeated violations may result in the loss of an individual's AF IMT 483 and certification.

5.4. AF IMT 483 Suspension, Revocation, and Reinstatement.

5.4.1. The Airfield Manager, Assistant Airfield Manager, unit commanders, unit ADPMs, SFS personnel and other designated representatives are authorized to temporarily suspend, confiscate and revoke an individual's AF IMT 483 / airfield driving privileges from any individual violating the provisions of this instruction or performing unsafe acts on the airfield without--debate. **NOTE:** Unit commanders and ADPMs may confiscate, suspend and revoke airfield driving privileges for personnel assigned to their unit *only*.

5.4.1.1. Suspension or revocation of a driver's AF IMT 483 should be based on the severity and/or number of infractions committed by an individual (See **Table 5.1**). **NOTE:** Recommendations for permanent revocation requires 45 OSS / CC review and concurrence.

5.4.1.2. Any individual who has their AF IMT 483 revoked must accomplish all training criteria as an initial airfield driver prior to certification (excluding color vision testing). The individual's unit commander (may not be delegated) will send a letter to the Airfield Manager requesting reinstatement of airfield driving privileges and include successful completion of all training IAW this instruction.

Table 5.1. VIOLATIONS AND CONSEQUENCES MATRIX

VIOLATION	CONSEQUENCES
Entering the runway or CMA without Control Tower approval.	1, 2, 3
Any action endangering airborne aircraft, aircraft intending flight or taxiing aircraft.	1, 2, 3
Exceeding speed limits specified in this instruction.	1, 2, 3, 4
Any reckless action that violates military or civilian laws.	1, 2, 3, 4
Failure to or improperly conducting FOD checks.	1, 2, 3
Failure to keep safe distances from aircraft specified in this instruction.	1, 2, 3
<p>CONSEQUENCES: This matrix includes the most common airfield driving infractions and is not meant to be all inclusive.</p> <ol style="list-style-type: none"> 1. Confiscate AF IMT 483. 2. Notify unit commander, ADPM and Wing Safety. 3. Suspend and/or revoke airfield driving privileges. 4. Possible citation and points assessed by SFS. <p>1st OFFENSE: 14 to 30 day suspension of airfield driving privileges. 2nd OFFENSE: Six month suspension of airfield driving privileges. A second runway or CMA violation will most likely result in permanent loss of airfield driving privileges. 3rd OFFENSE: Permanent revocation of privileges.</p>	

Chapter 6

QUALITY CONTROL

6.1. Spot Checks. Airfield management personnel shall conduct random spot checks for unauthorized operators, vehicles, unsafe practices and possession of AF IMTs 483 by drivers operating on the airfield. Airfield management personnel will also monitor radios and report inappropriate terminology / use to DAFM for further action. Results of spot checks and trends will be briefed at the quarterly AOB. **NOTE:** All airfield management personnel have the authority to conduct random spot checks to ensure personnel driving on the airfield are in compliance with established directives.

6.2. Unit ADPM Inspections. Each unit's ADP will be inspected at least annually (every 12 months).

6.2.1. Inspections will focus on program integrity and compliance with this instruction.

6.2.2. Inspections will be conducted utilizing the unit self-inspection / surveillance guide (Attachment 17).

6.2.3. As a minimum, the following items will be inspected:

6.2.3.1. Currency of each units ADPM and trainer appointment letters.

6.2.3.2. Availability and currency of the ADI, prescribed forms and other associated publications.

6.2.3.3. List and number of unit assigned airfield drivers.

6.2.3.4. Currency of training and testing materials.

6.2.3.5. Training documentation of unit assigned airfield drivers.

6.2.3.6. Completion of refresher training.

6.2.4. Program inspection results will be provided to the respective unit commander and briefed at the AOB.

6.2.5. The Wing ADPM will conduct semi - annual meetings with unit ADPMs to provide additional / recurring training, brief runway incursions, CMAVs, trends, airfield construction projects, etc. Unit program managers are encouraged to provide feedback on their programs and ways to improve processes to the Wing ADPM.

ANTHONY J. COTTON, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-204 Volume 2, *Airfield Operations Standardization and Evaluations*, 1 September 2010
AFI 13-204 Volume 3, *Airfield Operations Procedures and Programs*, 1 September 2010
AFI 13-213, *Airfield Driving*, 1 Jun 2011
AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 July 2009
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
AFOSH 91-100, *Aircraft Flight Line – Ground Operations and Activities*, 1 May 1998
AF Pamphlet 48-133, *Physical Examination Techniques*, 1 June 2000
Air Force Enlisted Classification Directory (AFECD), 1 August 2009
Air Force Officer Classification Directory (AFOCD), 31 October 2009
FAA Advisory Circular 150/5210-20, *Ground Vehicle Operations on Airports*, 31 March 2008
FAA Joint Order 7110.508, *Ground Vehicle Traffic*, 30 September 2009

Adopted Forms

AF IMT 457, *USAF Hazard Report*, 1 August 2002
AF IMT 483, *Certificate of Competency*, 1 August 2002
AF IMT 651, *Hazardous Air Traffic Report (HATR)*, 28 May 2002
AF IMT 3616, *Daily Record of Facility Operation*, 31 March 2003

Abbreviations and Acronyms

AAFM—Assistant Airfield Manager
ADI—Airfield Driving Instruction
ADP—Airfield Driving Program
ADPM—Airfield Driving Program Manager
AF—Air Force
AFSA—Air Force Flight Standards Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFM—Airfield Manager
AFOSHSTD—AFOSH Standard

AFRSAT—Air Force Runway Safety Action Team

AFSC—Air Force Specialty Code

AFVA—Air Force Visual Aid

AGE—Aerospace Ground Equipment

AM—Airfield Management

AOB—Airfield Operations Board

AOF/CC—Airfield Operations Flight Commander

AOI—Airfield Operations Instruction

ATCT—Air Traffic Control Tower

CCAFS—Cape Canaveral Air Force Station

CBT—Computer Based Training

CMA—Controlled Movement Area

CMAV—Controlled Movement Area Violation

DoD—Department of Defense

DRL—Daytime Running Lights

ECP—Entry Control Point

EOR—End of Runway

FAA—Federal Aviation Administration

FOD—Foreign Object Damage/Debris

GOV—Government Owned Vehicle

GSA—Government Services Administration

HATR—Hazardous Air Traffic Report

IAW—In Accordance With

ILS—Instrument Landing System

IOMS—Infrastructure Operations and Maintenance Services

LMR—Land Mobile Radio

MAJCOM—Major Command

MOPP—Mission Oriented Protective Posture

MSGT—Master Sergeant

NCOIC—Noncommissioned Officer in Charge

NVD—Night Vision Detection

OG—Operations Group

OPR—Office of Primary Responsibility
OSS/CC—Operations Support Squadron Commander
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PDA—Personal Digital Assistant
POFZ—Precision Obstacle Free Zone
POV—Privately Owned Vehicle
RGL—Runway Guard Light
RIPWG—Runway Intrusion Prevention Working Group
RWY—Runway
SAV—Staff Assistance Visit
SE—Safety
SFS—Security Forces
SSGT—Staff Sergeant
SWI—Space Wing Instruction
TDY—Temporary Duty
T.O.—Technical Order
UAS—Unmanned Aerial System
UFC—Unified Facilities Criteria
UHF—Ultra High Frequency
USAF—United States Air Force
VCNCO—Vehicle Control Noncommissioned Officer
VCO—Vehicle Control Officer
VHF—Very High Frequency
WSI—Wackenhut Services, Incorporated

Terms

Aerodrome—A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure, and movement of aircraft.

AF Runway Safety Action Team—AFRSAT teams are composed of AFFSA and / or MAJCOM functional experts used to analyze, report and determine corrective actions required to reduce the number of Controlled Movement Area Violations on the airfield. AFRSAT functional experts will evaluate all pertinent areas that are a part of, or affect, the negative trend or unsafe condition.

Aircraft on Final—Commonly used to mean that an aircraft is on final approach course or is aligned with a landing area.

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment) of landing and take—off of aircraft.

Airfield Driving Instruction (ADI)—Formerly known as the flightline driving instruction. Establishes local operations, procedures and training standards for driving a vehicle on the airfield. Also called ADI.

Airfield Driving Program Manager (ADPM)—The civilian or military individual selected by the squadron / unit commander to administer the organization's vehicle program, to include operation of vehicles on the airfield and associated training.

Airfield Facilities—Includes: runways, taxiways, parking and servicing areas, ATC facilities, Airfield Management, navigational aids, aircraft fire suppression and rescue services and airfield lighting systems.

Airfield Management—A function that conducts airfield inspections and checks for safety and compliance with planning and design criteria. Plans, organizes and directs airfield activities to include airfield construction / repairs, airfield driving program, ice / snow removal operations, Bird / Wildlife control, etc. Procures, maintains, and produces information on safe operation of aircraft through the national and international airspace system such as Flight Information Publications, aeronautical charts and maps, Notice to Airmen (NOTAM), local airfield and navigational aid status, and weather information. Process domestic and international flight plans.

Airfield Management Operations (AM Ops)—A facility located near the airfield that provides aircrews with flight plan processing and planning services. This facility is sometimes referred to as Base Operations at some installations.

Airfield Manager (AFM)—Works directly for the AOF / CC and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews.

Airfield Operations Flight Commander (AOF/CC)—Responsible for the overall operation / services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

Commercial Vehicle—A vehicle, which is owned or leased by a commercial firm.

Controlled Areas—Controlled areas are legally defined areas containing Protection Level 4 resources. Only authorized personnel, designated by a unit commander, have access to controlled areas.

Controlled Movement Area (CMA)—Any portion of the airfield requiring aircraft, vehicles and pedestrians to obtain specific Air Traffic Control Tower (ATCT) approval for access (normally via two-way radio contact with the ATCT). Controlled Movement Areas include but are not limited to areas used for takeoff, landing and as required taxiing of aircraft. **Note:** This definition is used in lieu of "movement area" as defined in the FAA Pilot Controller Glossary. Also called CMA.

Controlled Movement Area Violation (CMAV) Event—An airfield infraction caused by aircraft, vehicles, or pedestrians entering the control movement area without specific ATCT approval. This definition includes runway incursions and infractions caused by communication

errors. Refer to AFI 91-223 paragraphs 1.3.1.7. for reportable HATR reporting procedures and 1.3.1.8. for reportable CMAV events.

Cross—Proceed from one side of the runway to the other in a straight line at a normal rate of speed. ANY DEVIATION REQUIRES CONTROL TOWER APPROVAL. Expedite if requested by tower. We have specific approved crossing points – use them. *Note:* Per FAAO JO 7110.65, Vehicles must receive a clearance for each runway their route crosses. A vehicle must have crossed a previous runway before another runway crossing clearance may be issued.

Flightline—Any area or facility including apron, hardstand and ramps on or in which aircraft may be parked, stored, serviced or maintained.

Foreign Object Damage (FOD)—Any damage to an aircraft, engine, aircraft system, component, tire, munitions, or SE caused by a foreign object(s) (FO) which may or may not degrade the required safety and/ or operational characteristics of the aforementioned items.

Government Owned Vehicles (GOVs)—Vehicles that are owned or leased by the US government.

Ground Vehicle Traffic Lane—A defined and marked lane on the airfield used for the movement of vehicle traffic.

Host Wing Commander—The individual with ultimate responsibility for operating the airfield. See also Wing Commander.

Hot Spot—A runway safety related problem area or intersection on an airfield. Typically, it is a complex or confusing taxiway/taxiway or taxiway/runway intersection. A confusing condition may be compounded by a miscommunication between a controller and a pilot, and may cause an aircraft separation standard to be compromised. The area may have a history of surface incidents or the potential for surface incidents.

Instrument Holdline—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect. Instrument holdline is marked in retro-reflective yellow paint.

Light Gun—A handheld directional light signaling device which emits a brilliant narrow beam of white, green, or red light as selected by the tower controller. The color and type of light transmitted can be used to approve or disapprove anticipated pilot actions where radio communication is not available. The light gun is used for controlling traffic operating in the vicinity of the airport and on the airport movement area.

Major Command (MAJCOM)—For the purpose of this instruction, includes all USAF Major Commands plus the Air National Guard Readiness Center, Air Force Reserve Command, Direct Reporting Units, and Field Operating Agencies.

Parking Ramp/Apron—Areas where aircraft are parked, loaded and unloaded and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between your vehicle and aircraft. Always yield to aircraft and never drive under an aircraft or its wings. Slow speed and extreme caution are required in these areas.

Perimeter Road—A road around the runway perimeter designed to connect the access roads.

Precision Obstacle Free Zone—A section of airspace above an area beginning at the runway threshold, at the threshold elevation, and centered on the extended runway centerline.

Privately Owned Vehicle (POVs)—A vehicle that is owned or leased by a private party.

Ramp—Either concrete or asphalt (depending on the weight of the aircraft and the sub-base of the ground beneath) used to park aircraft or equipment.

Restricted Area—An area on the airfield designated for the use by aircraft/equipment requiring security protection level. Marked with signs prior to entering, red lines or ropes and stanchions will indicate the boundaries.

Runway—A defined rectangular area on an airfield prepared for the landing and takeoff of aircraft.

Runway Holdline—A designated boundary intended to protect the runway environment. Found at the point where a taxiway and runway intersect..

Runway Incursion—Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories:

1) Operational Error (OE)—A failure of the air traffic control system that results in loss of separation.

2) Pilot Deviation (PD)—The action of a pilot that results in the violation of ATC instructions, AFI's and/or FARs.

3) Vehicle/Pedestrian Deviation (V/PD)—Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by Air Traffic Control.

Taxilane—Ramp space between rows of parked aircraft used to maneuver aircraft to and from parking spots and taxiways.

Taxiway—A paved surface for taxiing aircraft from parking ramp to runway.

Unit—For the purpose of this AFI, the term unit is equivalent to a Squadron, also known as the basic unit in the USAF organizational structure. Squadrons are usually made up of several flights (typically four), and commanded by a field grade officer.

Wake Turbulence—A phenomenon resulting from the passage of an aircraft through the atmosphere. The term includes vortices, thrust stream turbulence, jet blast, jet wash, propeller wash, and rotor wash both on the ground and in the air.

Wing Commander—The individual with ultimate responsibility for operating the airfield.

Attachment 2

RADIO COMMUNICATION, PHRASEOLOGY, DISCIPLINE AND TECHNIQUE

A2.1. General.

A2.1.1. Radio communications are a critical link in the air traffic control system. The single, most important thought in communicating with air traffic control tower personnel is understanding. It is essential to acknowledge each radio transmission with controllers by using appropriate call-signs and terminology.

A2.1.2. Brevity is also an important aspect in communicating with ATCT personnel. Controllers must know what you want to do before they can properly respond to vehicle operator and pedestrian requests. Conversely, vehicle operators and pedestrians must know what the controller expects from them.

A2.1.3. Vehicle operators and pedestrians must maintain vigilance in monitoring air traffic control radio communications frequencies for situational awareness, especially when operating on the runway and/or CMA. **NOTE:** Always monitor the appropriate radio frequency when operating on the runway or within the CMA.

A2.1.4. Never assume anything.

A2.1.5. Always ask for assistance if you have any doubt about whether to proceed.

A2.1.6. If the instructions you receive from the tower controller are unclear, ask that they be repeated again by stating; - Say Again.

A2.1.7. If there is anything about the controllers instructions you do not understand, ask for further explanations — do not assume.

A2.1.8. Vehicle operators and pedestrians must give aircraft and ground control transmissions priority unless an emergency exists.

A2.1.9. When the aerodrome is OPEN, the tower controller has ultimate authority over all traffic entering the runway / CMA and will issue specific instructions that approve / disapprove the movement of vehicles, equipment and personnel on the runway / CMA.

A2.1.10. When the aerodrome is INACTIVE or CLOSED (i.e., no tower controller and no expected aircraft activity), airfield management is the approving authority for vehicle and pedestrian traffic on the airfield. **NOTE:** No activity on the runway / CMA is authorized without tower or airfield management authorization.

A2.2. Radio Technique.

A2.2.1. Listen before transmitting. If someone else is talking, the keying of another transmitter / radio will be ineffective and probably override / block out the other receiver, causing the other vehicle operator / pedestrian to repeat his or her call.

A2.2.2. Think before keying the transmitter / radio, and know what to say before you need to say it.

A2.2.3. The radio should be close to your lips, and after pressing the transmit button a slight pause may be necessary before you start speaking. Speak in a normal, conversational tone.

NOTE: The tower controller may have difficulty in hearing your requests if there is sufficient background noise (e.g., wind, chatter, etc.).

A2.2.4. After releasing the transmit button, wait a few seconds before calling again. The controller may be looking for your location on the airfield, transmitting on a different frequency, or scanning the runway / CMA to enable your request.

A2.2.5. Be sure that you are within the performance range of your radio and ground station equipment. Refer to the airfield diagram or this instruction to determine possible radio blind spots / dead zones.

A2.2.6. Be alert to the sounds or the lack of sounds in the receiver / radio. Check the volume, frequency / channel, battery level and make sure the transmit button is not stuck in the transmit position. Frequency blockage can, and has, occurred for extended periods due to unintentional transmitter operation. This type of interference is commonly referred to as a stuck / hot mike, and controllers may refer to it in this manner while attempting to correct the problem.

A2.2.7. Vehicles operating on the runway / CMA on a daily basis should have a permanent radio mounted in the vehicle to communicate with tower controllers. A hand - held radio should only be used as a backup or when communication is required outside the vehicle.
NOTE: Conduct an operational test of the radio before entering the airfield.

A2.2.8. Air traffic controllers will not issue or use unconditional instructions (blanket approval) when authorizing vehicles to enter the runway for the purpose of airfield inspections / checks or any other operation.

A2.2.9. The tower controller will instruct vehicle operators and pedestrians requiring access on the runway / CMA on the Tower Net or – B Net.

A2.3. Phraseology.

A2.3.1. Vehicle operators and pedestrians must contact the tower controller each and every time they proceed onto or leave the runway / CMA. When proceeding onto the CMA, you must advise the controller of three critical pieces of information: **WHO** you are (call sign), **WHERE** you are and **WHAT** your intentions are. Operators must always acknowledge all communications so the tower / ground controller knows that the message was received.

Table A2.1. Sample Runway Access Phraseology

VEHICLE OPERATOR:	“CAPE TOWER, SWEEPER1”
TOWER / GROUND CONTROLLER:	“SWEEPER1, CAPE TOWER”
VEHICLE OPERATOR:	“CAPE TOWER, SWEEPER1 REQUESTS ACCESS ONTO RUNWAY 13 FROM TAXIWAY ALPHA”
TOWER / GROUND CONTROLLER:	“SWEEPER1, PROCEED ONTO RUNWAY 13 AND ADVISE WHEN OFF”
VEHICLE OPERATOR:	“SWEEPER1, UNDERSTAND, PROCEEDING ONTO RUNWAY 13, WILL ADVISE WHEN OFF”
NOTE: When entering the runway / CMA, visually scan the area prior to entering, and then proceed as directed.	

A2.3.2. Conversely, the tower controller may not always approve a request, depending on aircraft traffic or other activity. For example:

Table A2.2. Sample Hold Short Instructions

VEHICLE OPERATOR:	“CAPE TOWER, LIGHTING1”
TOWER / GROUND CONTROLLER:	“LIGHTING1, CAPE TOWER”
VEHICLE OPERATOR:	“CAPE TOWER, LIGHTING1 REQUESTS ACCESS ONTO RUNWAY 31 FROM TAXIWAY BRAVO”
TOWER / GROUND CONTROLLER:	“LIGHTING1, CAPE TOWER HOLD SHORT OF TUNWAY 31”
VEHICLE OPERATOR:	“CAPE TOWER, LIGHTING1 UNDERSTAND HOLD SHORT OF RUNWAY 31.”
NOTE: There is no need to repeat the request. When the tower / ground controller is available to communicate with you again, he / she will contact you. Continuing with the above example:	

Table A2.3. Sample Read Back Instructions

TOWER / GROUND CONTROLLER:	“LIGHTING1, CAPE TOWER”
VEHICLE OPERATOR:	“CAPE TOWER, LIGHTING1”
TOWER / GROUND CONTROLLER:	“LIGHTING1, CAPE TOWER PROCEED ONTO RUNWAY 31 AND ADVISE WHEN OFF”
VEHICLE OPERATOR:	“CAPE TOWER, LIGHTING1 UNDERSTAND APPROVED ON RUNWAY 31, WILL ADVISE WHEN OFF.”

A2.3.3. ALWAYS read back instructions verbatim before taking any action and allow time for correction if misinterpreted. If you are unsure what the controller has transmitted, or if you do not understand an instruction, you **MUST** ask the controller to repeat it. Good communication only occurs when each party knows and understands what the other is saying.

A2.3.4. Use extreme caution when you hear the phrase - Go Ahead. Tower / ground controllers use this to mean – state your request. It **NEVER** means to proceed.

A2.3.5. Do Not use the word – *clear* or – *cleared* or other variation when reporting on / off the runway or CMA. This word is reserved for pilots and air traffic controllers only. **EXCEPTION:** Vehicle operators and pedestrians may reply – loud and clear in response to tower controller requests for radio transmission quality or clarity.

A2.3.6. Never use Citizens Band (CB) lingo, law enforcement – ten codes or personnel names while operating on the airfield. For example, - “*Good Buddy*”, - “*10 – 4*” and – “*Jim*” are not authorized terms.

Table A2.4. Common Use Phrases.

PHRASE	DEFINITION
<i>Acknowledge</i>	Let me know you have received and understand this message.
<i>Advise Intentions</i>	Let me know what you plan to do.
<i>Affirmative</i>	Yes.
<i>Confirm</i>	My version is ... is that correct?
<i>Correction</i>	An error has been made in the transmission, and the correct version follows.
<i>Expedite</i>	Speed up/accelerate what you need to do.
<i>Go Ahead</i>	State your request (NEVER means to proceed).
<i>Hold</i>	Stop and stay where you are.
<i>Hold Short</i>	Proceed to, but hold short of a specified point. Note: Hold and hold short are used during ground operations to keep a vehicle or aircraft within a specified area or at a specified point while awaiting further clearance from air traffic control.
<i>How do you hear me?</i>	Question relating to the quality of the transmission or to determine how well the transmission is being received.
<i>Immediately or without delay</i>	Phrase used by ATC when such action compliance is required to avoid an imminent situation.
<i>Negative</i>	"No", or permission is not granted, or that is not correct.
<i>Out</i>	The radio conversation is ended and no response is expected.
<i>Over</i>	My radio transmission has ended, and I expect a response.
<i>Proceed</i>	You are authorized to begin or continue moving.
<i>Read Back</i>	Repeat my message back to me (to ensure understanding).
<i>Roger</i>	I have received all of your transmission. It is NOT used to answer a yes or no question.
<i>Say Again</i>	Repeat what you just said.
<i>Stand By</i>	Wait... I will get back to you. Means the controller must pause for a few seconds, usually to attend to other higher priority duties. The caller should re-establish contact if a delay is of significant length.
<i>Unable</i>	Indicates inability to comply with a specific instruction, request or clearance.
<i>Verify</i>	Request confirmation of information.
<i>Wilco</i>	I have received your message, understand it and will comply with it.

A2.4. Aviation Alphabet.

A2.4.1. Because some letters have similar sounds (e.g., B and P), the international aviation community uses the following words to reduce and avoid confusion. For example, Taxiway

B is referred to as Taxiway Bravo. Vehicle operators and pedestrians must know and use the following phonetic alphabet when operating on the airfield:

Table A2.5. Aviation Alphabet / Numbers.

Letter	Word	Pronunciation	Letter	Word	Pronunciation
A	Alfa	AL-FAH	N	November	NO-VEM-BER
B	Bravo	BRAH-VOH	O	Oscar	OSS-KER
C	Charlie	CHAR-LEE	P	Papa	PAH-PAH
D	Delta	DELL-TAH	Q	Quebec	KEH-BECK
E	Echo	ECK-OH	R	Romeo	ROW-ME-OH
F	Foxtrot	FOKS-TROT	S	Sierra	SEE-AIR-RAH
G	Golf	GOLF	T	Tango	TANG-GO
H	Hotel	HOH-TEL	U	Uniform	YOU-NEE-FORM
I	India	IN-DEE-AH	V	Victor	VIK-TER
J	Juliet	JEW-LEE-ETT	W	Whiskey	WISS-KEY
K	Kilo	KEY-LOH	X	Xray	ECKS-RAY
L	Lima	LEE-MAH	Y	Yankee	YANK-KEY
M	Mike	MIKE	Z	Zulu	ZOO-LOO
1	One	WUN	6	Six	SIX
2	Two	TOO	7	Seven	SEV-EN
3	Three	TREE	8	Eight	AIT / ATE
4	Four	FOW-ER	9	Nine	NIN-ER
5	Five	FIFE	0	Zero	ZEE-RO

Attachment 3

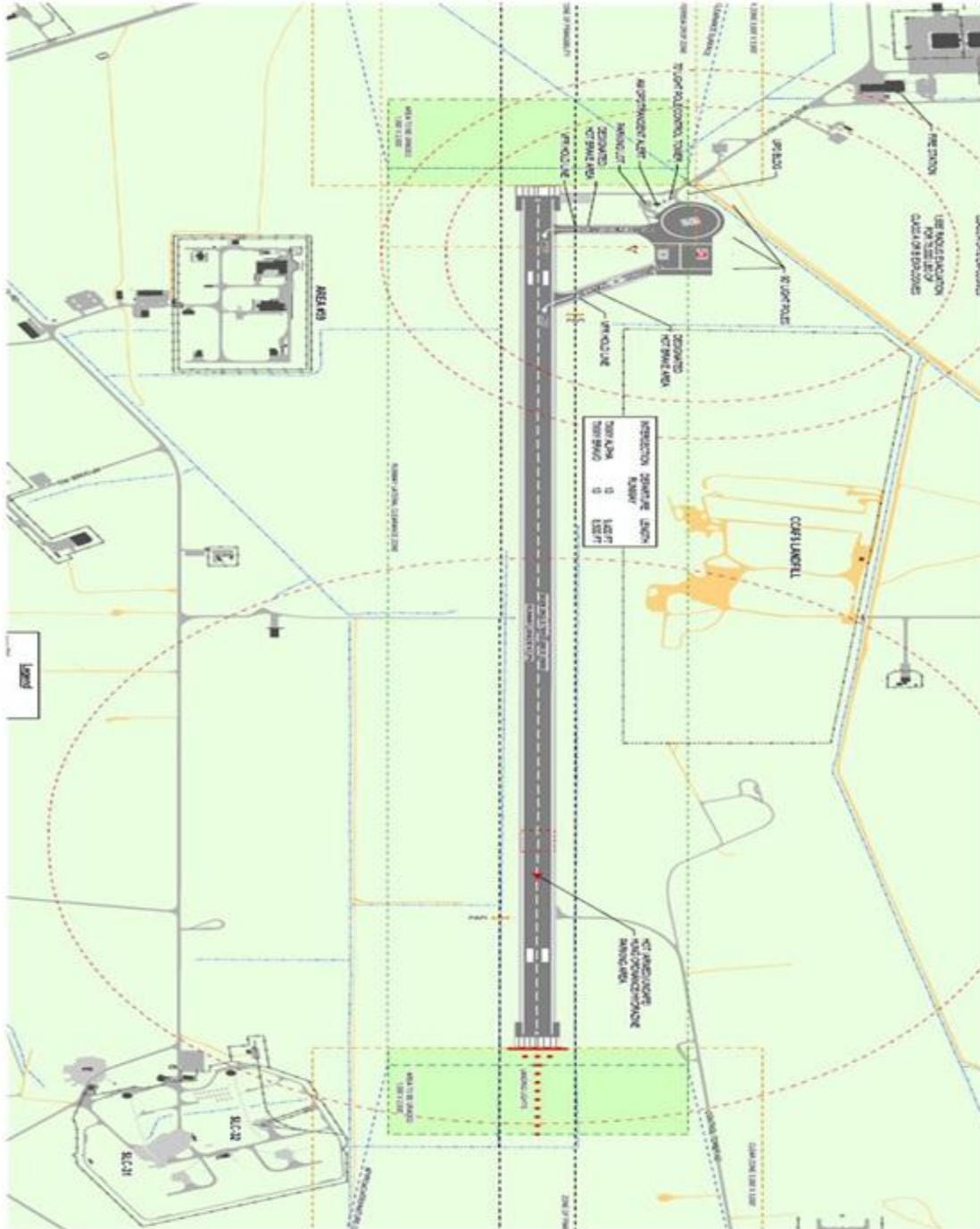
QUICK FACTS / GENERAL POINTS TO REMEMBER

- A3.1.** Know and understand vehicle operating procedures and NEVER deviate from them.
- A3.2.** Be patient, observant, and non-assuming.
- A3.3.** Drive slowly.
- A3.4.** Always know your exact location and be aware of activity around you.
- A3.5.** Never drive under any part of an aircraft or allow its wing to pass over your vehicle.
- A3.6.** Maintain a safe distance from parked or taxiing aircraft.
- A3.7.** Aircraft ALWAYS have the right of way.
- A3.8.** Display proper identification and security access permits.
- A3.9.** Make sure your vehicle is properly equipped for the area you operate, i.e., radio, beacons, reflective markings, lighting, etc.
- A3.10.** Pilots have a limited field of view from the cockpit — don't assume they can see you.
- A3.11.** Be aware of emergency vehicles — always yield to them.
- A3.12.** Report any accident, no matter how minor, to your supervisor immediately.
- A3.13.** Use extreme caution when driving at night and / or in poor weather conditions.
- A3.14.** Realize you can become disoriented even in the best conditions — when disoriented, stop and request assistance (as required).
- A3.15.** Be alert to any foreign object debris (FOD) either pick it up or notify someone who can.
- A3.16.** When driving in the controlled movement area (CMA):
 - A3.16.1. DO NOT enter the CMA and NEVER drive your vehicle / walk on or across the runway unless you have a mission requirement and permission from the control tower.
 - A3.16.2. Monitor your two - way radio with the tower at all times.
 - A3.16.3. After receiving permission from the tower, proceed only after you have looked in all directions — including up.
 - A3.16.4. Repeat all instructions from the tower verbatim and read back all hold short instructions.
- A3.17.** Always drive on the far left side of the taxiway if there is no access road that runs parallel to the taxiway. Use caution and vigilance, and ensure you do not run over taxiway lights (See **Attachment 6**, *Vehicle Traffic Flow on Taxiways*)

Attachment 4

CCAFS SKID STRIP AIRFIELD DIAGRAM

Figure A4.1. CCAFS Skid Strip Airfield Diagram



Attachment 5

AIRPORT SIGNS, MARKINGS AND LIGHT GUN SIGNALS

Figure A5.1. Airport Signs, Markings and Light Gun Signals 1 of 2

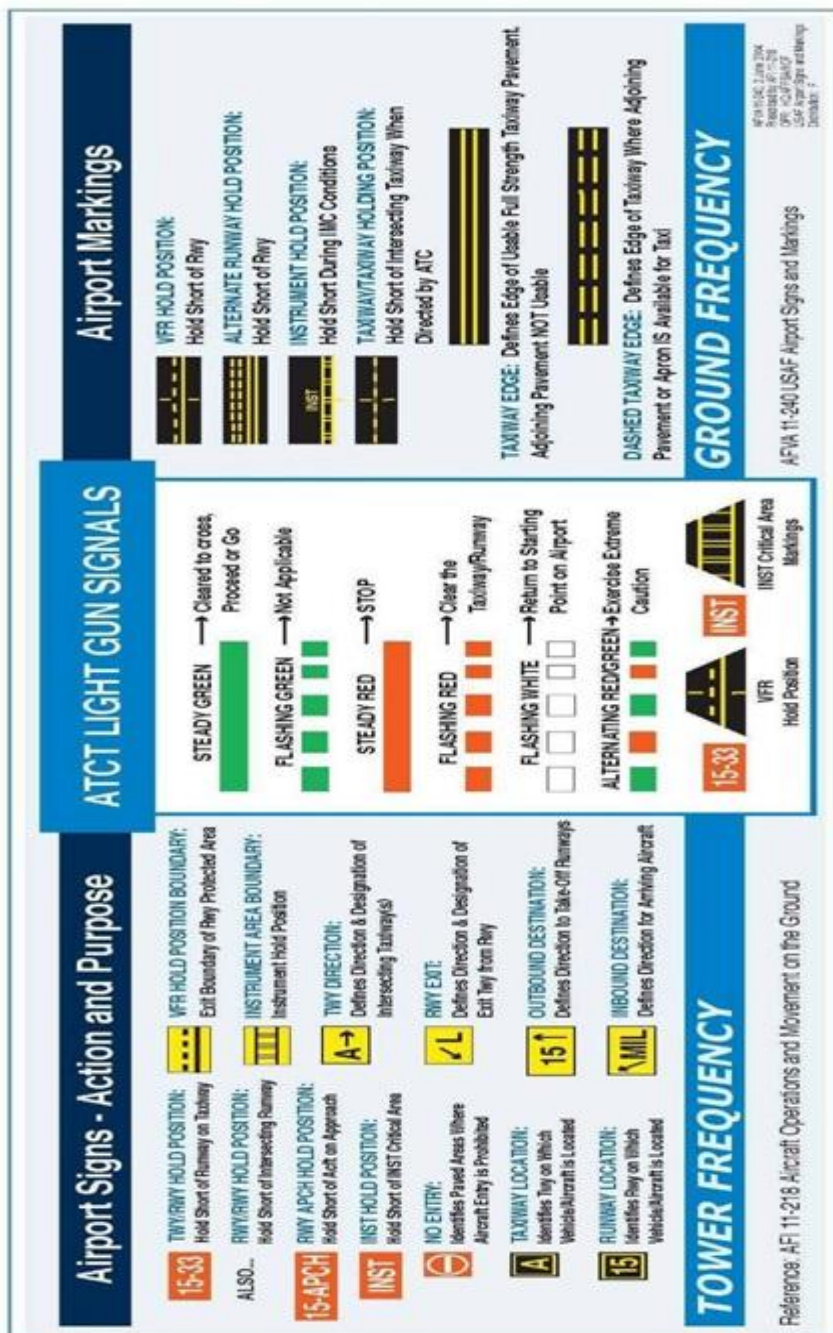










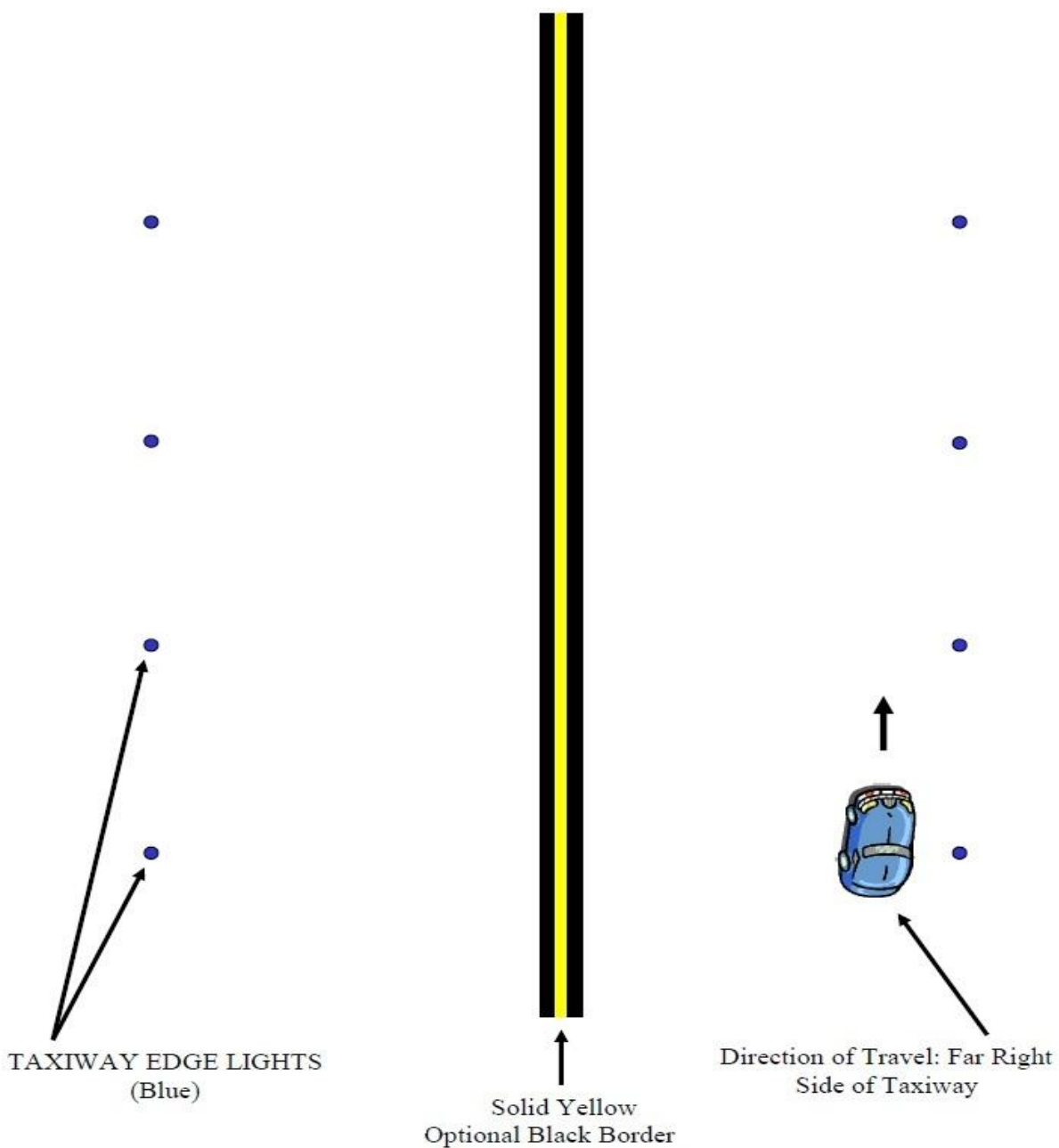
Figure A5.2. Airport Signs, Markings and Light Gun Signals 2 of 2

ATCT LIGHT GUN SIGNALS		AIRPORT SIGN SYSTEMS	
COLOR AND TYPE OF SIGNAL	MOVEMENT OF VEHICLES, EQUIPMENT & PERSONNEL	TYPE OF SIGN AND ACTION OR PURPOSE	TYPE OF SIGN AND ACTION OR PURPOSE
STEADY GREEN	CLEARED TO CROSS, PROCEED OR GO	4-22 TWY/RWY HOLD POSITION: Hold short of runway on taxiway	 RSA/OFFZ BOUNDARY: Exit boundary of rwy protected areas
FLASHING GREEN	NOT APPLICABLE	26-8 RWY/RWY HOLD POSITION: Hold short of intersecting runway	 ILS CRITICAL AREA BOUNDARY: Exit boundary of ILS critical area
STEADY RED	STOP	8-APCH RWY APCH HOLD POSITION: Hold short for apch on approach	 TWY DIRECTION: Defines direction & designation of intersecting taxiway(s)
FLASHING RED	CLEAR THE TAXIWAY / RUNWAY	ILS ILS CRITICAL AREA HOLD POSITION: Hold short of ILS apch critical area	 RWY EXIT: Defines direction & designation of exit twy from rwy
FLASHING WHITE	RETURN TO STARTING POINT ON AIRPORT	 NO ENTRY: Identifies paved areas where aircraft entry is prohibited	22↑ OUTBOUND DESTINATION: Defines directions to take-off runways
ALTERNATING RED / GREEN	EXERCISE EXTREME CAUTION	B TAXIWAY LOCATION: Identifies twy on which vehicle/aircraft is located	 INBOUND DESTINATION: Defines directions for arriving aircraft
4-22 HOLDING POSITION MARKINGS	 ILS CRITICAL AREA MARKINGS	22 RUNWAY LOCATION: Identifies rwy on which vehicle/aircraft is located	 TAXIWAY ENDING MARKER: Indicates twy does not continue
PREVENT RUNWAY INCURSIONS -- "READ BACK" YOUR AIR TRAFFIC INSTRUCTIONS!			
References: Airmen's Information Manual (AIM), and Advisory Circular 150/5340-18C, Standards for Airport Sign Systems			
FAA Form 5200-7 (12-05)		FAA - Airport Certification Program	

Attachment 6

VEHICLE TRAFFIC FLOW ON TAXIWAYS

Figure A6.1. Vehicle Traffic Flow on Taxiways



Attachment 7

CCAFS SKID STRIP CMA/AIRFIELD VIOLATION WORKSHEET

Figure A7.1. CCAFS Skid Strip CMA/Airfield Violation Worksheet 1 of 2

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
CONTROLLED MOVEMENT AREA / AIRFIELD VIOLATION WORKSHEET		45th		
Cape Canaveral Air Force Station (CCAFS) Skid Strip, Cape Canaveral, FL 32920		OSS OSA		
NO.	ITEM	YES	NO	N/A
	<p>PROCEDURES: This side of the form is to be completed by Airfield Management, Air Traffic Control or any other individual/agency identifying a Controlled Movement Area Violation (CMAV) or other infraction by a pedestrian/vehicle operator while operating on the airfield at CCAFS Skid Strip.</p> <p>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	<p>Was an aircraft involved?</p> <p>NOTE 1: If an aircraft and/or aircraft operation WAS involved, submit AF IMT 651, Hazardous Air Traffic Report (HATR) to the Wing Safety Office within 24 hours of the incident.</p> <p>NOTE 2: If an aircraft and/or aircraft operation WAS NOT involved, submit AF IMT 457, USAF Hazard Report to the Wing Safety Office within 24 hours of the incident.</p> <p>NOTE 3: Notify MAJCOM Airfield Operations within 24 hours of a CMAV/HATR incident.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>If an aircraft WAS involved, provide the following information:</p> <p>- Aircraft Callsign: _____</p> <p>- Type Aircraft: _____</p> <p>- Location of Aircraft: _____</p> <p>- Aircraft was (circle one): TAXING ARRIVING DEPARTING OTHER</p> <p>(describe)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Date, time, and location of incident:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	What was observed / narrative / comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Rank, Name, Unit, Phone Number of person filing worksheet / report:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Signature and Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AF IMT 2619, 19911101 V6 PREVIOUS EDITIONS ARE OBSOLETE. 45 OSS OSAM OVERPRINT JUN 2011

Figure A7.2. CCAFS Skid Strip CMA/Airfield Violation Worksheet 2 of 2

AF IMT 2519 (Continued).		ALL PURPOSE CHECKLIST		
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	PAGE 02	OF 02	PAGES
		YES	NO	N/A
	PROCEDURES: This side of the form is to be completed by the individual involved in an airfield or Controlled Movement Area violation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	Full Name and Rank:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Duty Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Supervisor's Name / Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Airfield Driving Program Manager Name / Phone Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Date / Time of incident:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Vehicle Type and Registration Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Pick the one that applies (circle one): ASSIGNED TO PATRICK TDY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	ASSIGNED TO CCAFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Description of incident (use additional paper if necessary):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have been briefed on the nature of my violation(s) of 45 SWI 13-20x and understand I must comply with the procedures in the above directive in the future. I also understand copies of this worksheet along with AF IMT 457, USAF Hazard Report or AF IMT 651, Hazardous Air Traffic Report, as applicable, will be sent to the 45th Space Wing Safety Office and unit commander / supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Signature and Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AF IMT 2519, 19911101 V5

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AF IMT 483, CERTIFICATE OF COMPETENCY (SAMPLE)

Figure A8.1. AF IMT 483, Certificate of Competency (Sample)

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. XX-XXX
NAME (Last, First, Middle Initial) DOE, JOHN A.		DATE XXXXXXXX
COMMAND AFSPC	INSTALLATION CAPE CANAVERAL AFS, FL	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY THE AFSPC. THIS INDICATES HE IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF AIRFIELD AUTHORIZED		
TYPED NAME, TITLE AND ORGN TERRY S. BRON, GS-12 AIRFIELD MANAGER	SIGNATURE	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
JUN 2011	UNIT ADPM	JUN 2012

AF IMT 483, 19850201, V2 (REVERSE)

CERTIFICATE OF COMPETENCY		CERTIFICATE NO. XX-XXX
NAME (Last, First, Middle Initial) DOE, JANE B.		DATE XXXXXXXX
COMMAND AFSPC	INSTALLATION CAPE CANAVERAL AFS, FL	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY THE AFSPC. THIS INDICATES HE IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF RUNWAY/CMA NOT AUTHORIZED		
TYPED NAME, TITLE AND ORGN TERRY S. BRON, GS-12 AIRFIELD MANAGER	SIGNATURE	

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER
JUN 2011	UNIT ADPM	JUN 2012

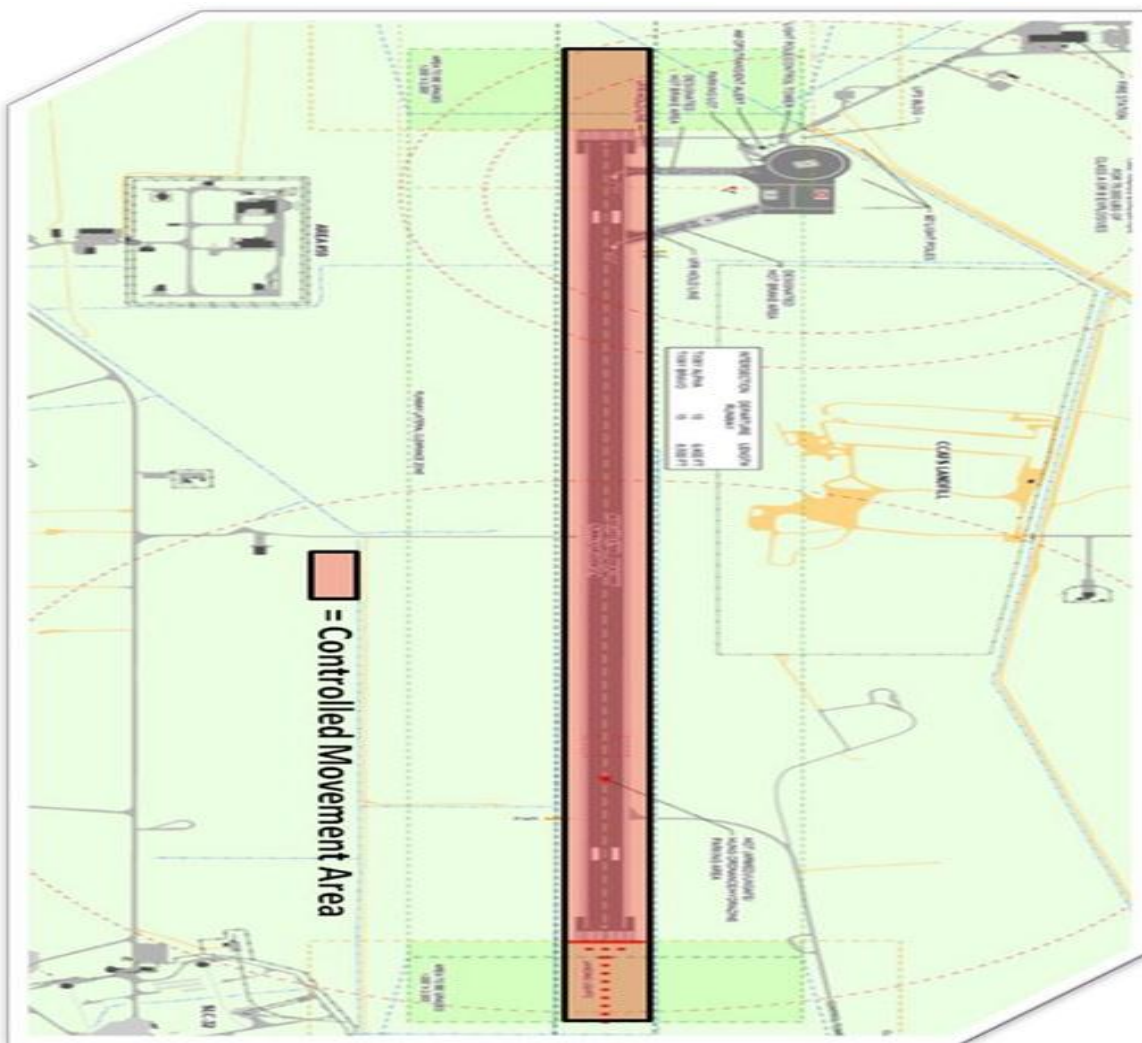
AF IMT 483, 19850201, V2 (REVERSE)

NOTE: Airfield Management are the only personnel authorized to issue this form upon successful completion of all airfield driving training requirements.

Attachment 9

CCAFS SKID STRIP CONTROLLED MOVEMENT AREA

Figure A9.1. CCAFS Skid Strip Controlled Movement Area



CCAFS SKID STRIP UNCONTROLLED MOVEMENT AREA

[illegible]

Attachment 11

CCAFS RUNWAY HOLD POSITION MARKINGS (VFR) AND RUNWAY ENTRY POINTS**Figure A11.1. CCAFS Runway Hold Position Markings (VFR) and Runway Entry Points 1 of 3**

Figure A11.2. CCAFS Runway Hold Position Markings (VFR) and Runway Entry Points 2 of 3

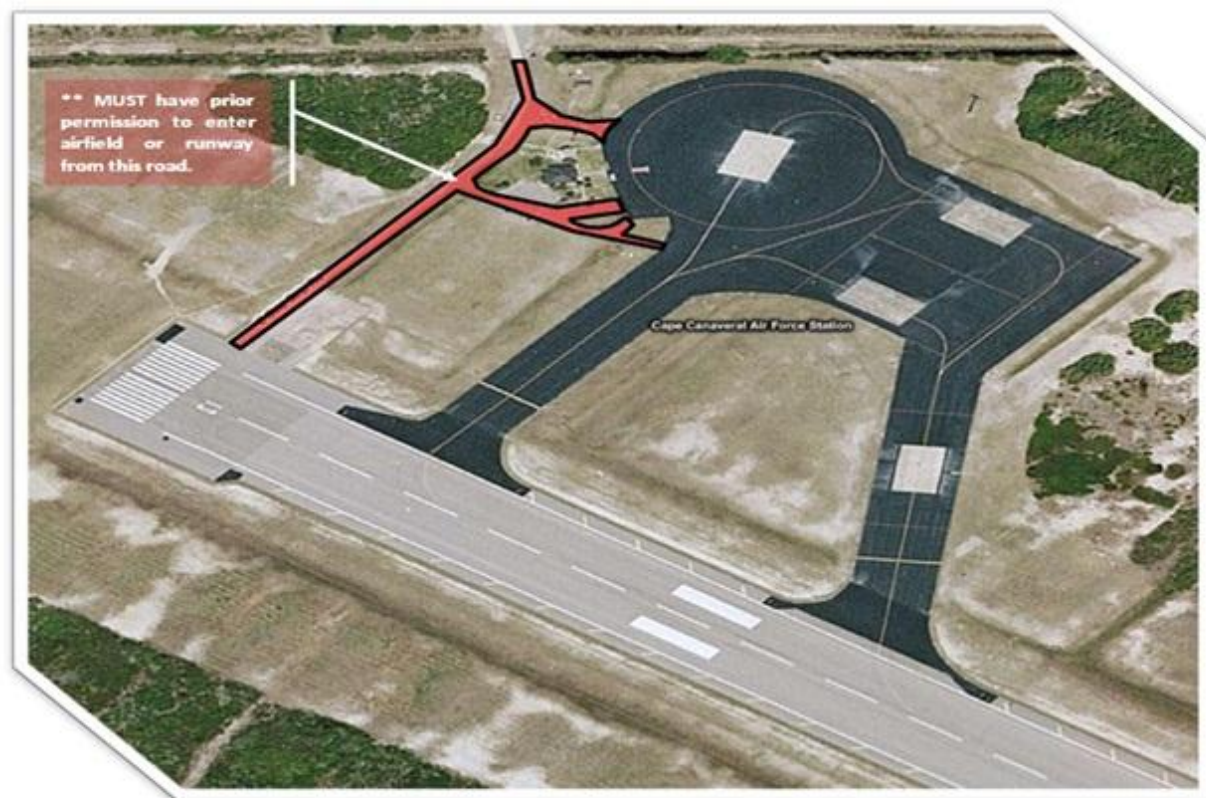


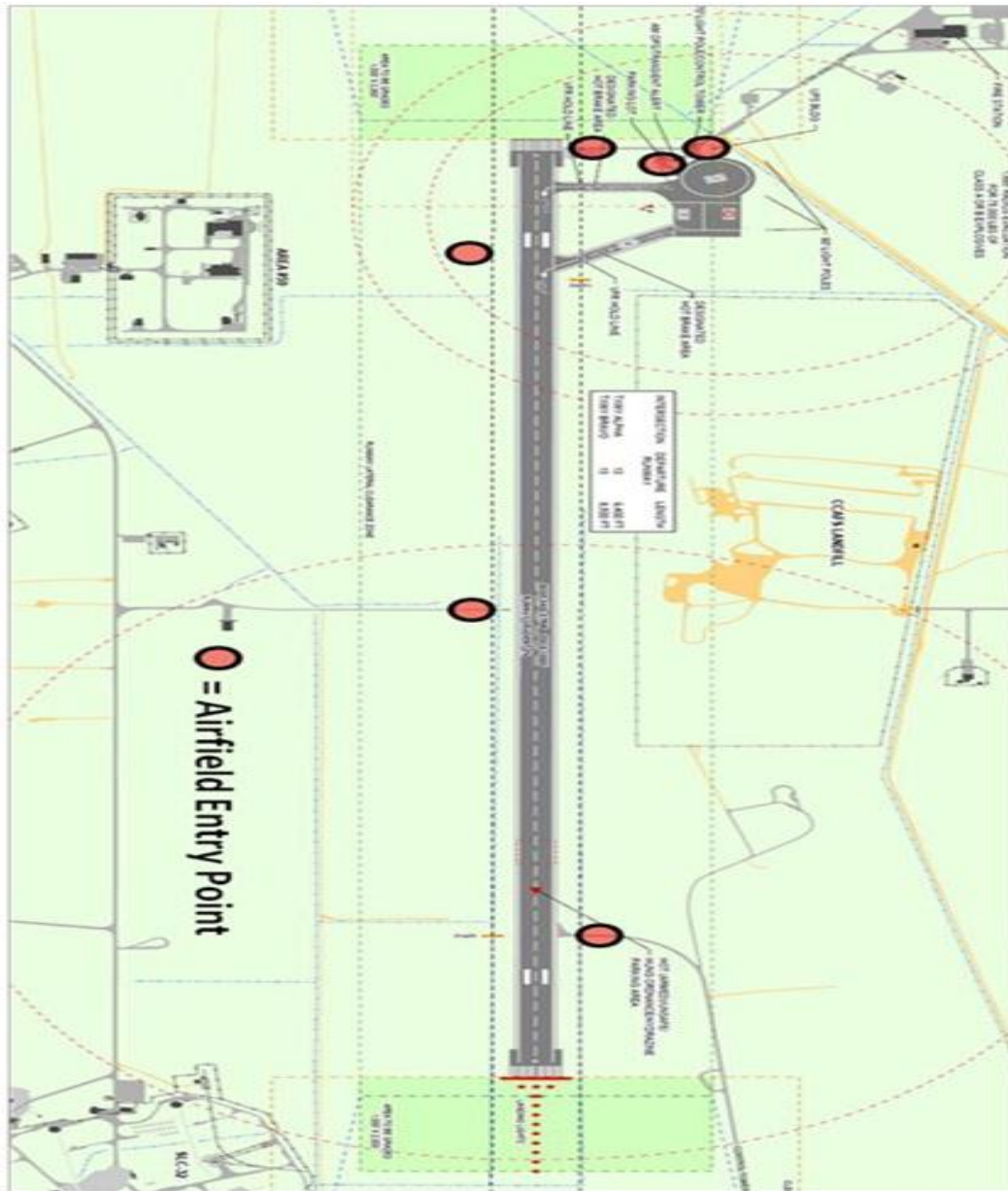
Figure A11.3. CCAFS Runway Hold Position Markings (VFR) and Runway Entry Points 3 of 3



Attachment 12

CCAFS SKID STRIP AIRFIELD ENTRY POINTS

Figure A12.1. CCAFS Skid Strip Airfield Entry Points



Attachment 13

UNIT AIRFIELD DRIVING PROGRAM MANAGER AND TRAINER(S) APPOINTMENT LETTER (SAMPLE)

Figure A13.1. Unit Airfield Driving Program Manager and Trainer(S) Appointment Letter (Sample)

MEMORANDUM FOR 45 OSS/OSA			
FROM: (Unit Commander Office Symbol)			
SUBJECT: Appointment of Unit ADPMs and Trainers			
<p>1. The following individuals are appointed as unit Airfield Driving Program Managers (primary and alternate) and trainers. Individuals have received training IAW AFI 13-213 and the Cape Canaveral AFS Skid Strip Airfield Driving Instruction. Both primary and alternate ADPMs have the authority to certify personnel are qualified to drive on the airfield, and will ensure completion and tracking of all airfield drivers training for all unit assigned and TDY personnel assigned to their unit.</p>			
NAME/Email	OFFICE SYM	DUTY PHONE	AF IMT 483 #
PRIMARY:			
MSgt Ann B. Smith Email: Ann.Smith@blank.af.mil	OSA	XXX-XXXX	#####
ALTERNATE:			
TSgt John E. Doe Email: John.Doe@blank.af.mil	OSA	XXX-XXXX	#####
<p>2. The following individuals are appointed as Airfield Driving Program Trainers:</p>			
NAME/Email	OFFICE SYM	DUTY PHONE	AF IMT 483 #
TSgt Jane C. Davis Email: Jane.Davis@blank.af.mil	OSA	XXX-XXXX	#####
SSgt Michael Johnson Email: Michael.Johnson@blank.af.mil	OSA	XXX-XXXX	#####
<p>3. This letter supersedes all previous letters, same subject.</p>			
<p>XXXX X. XXXXX, Lt Col, USAF Commander</p>			

Attachment 14

AIRFIELD DRIVING PROGRAM MANAGER TRAINING CHECKLIST

Figure A14.1. Airfield Driving Program Manager Training Checklist

UNIT ADPM TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee and Wing ADPM)</i>			
	Date Completed	Trainee Initials	Wing ADPM
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-206, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AF Pamphlet 48-133, <i>Physical Examination Techniques</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area access for personnel.			
12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #	STAMP:		
SECTION III – TRAINING CERTIFICATION <i>(Completed by the Trainee and Wing ADPM or designated representative)</i>			
TRAINEE			
I certify that they have received and completed all of the above training requirements and will comply with the Cape Canaveral AFS Skid Strip Airfield Driving Instruction.			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

Attachment 15

AIRFIELD DRIVING TRAINING DOUCUMENTATION AND CERTIFICATION CHECKLIST

Figure A15.1. Airfield Driving Training Documentation and Certification Checklist 1 of 2

AIRFIELD DRIVING TRAINING DOCUMENTATION AND CERTIFICATION CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by the Trainee and Unit Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Trainee possesses a valid <i>(List State of Issue)</i> Driver's License <i>(List restrictions)</i> .			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Based Training. [Score:]			
4. Airfield Driver Training Classroom <i>(as directed locally)</i> .			
5. Airfield Driving Qualification Training Checklist/ Curriculum. (See Attachment 16)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 16, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 16, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
8a. Communications Test. [Score:]			
8b. Airfield Diagram/Layout Test. [Score:]			
8c. General Knowledge Test (Written). [Score:]			
8d. Runway Incursion Prevention Test. [Score:]			
SECTION III – Color Vision Test for CMA drivers only. <i>(Completed by Hospital/Medical Treatment Facility Optometry Lab)</i>			
Check applicable.			
<input type="checkbox"/> Normal Color Vision.			
<input type="checkbox"/> Color Blind/Deficient.			
Name (Last, First, MI):	Grade:	Signature:	Date:

Figure A15.2. Airfield Driving Training Documentation and Certification Checklist 2 of 2

SECTION IV – TRAINER CERTIFICATION <i>(Completed by Authorized Airfield Driving Training Instructor or Unit ADPM)</i>			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
SECTION V – TRAINEE ACKNOWLEDGEMENT <i>(Completed by Trainee)</i>			
I certify that they have received and completed all of the above training requirements and will comply with the Cape Canaveral AFS Skid Strip Airfield Driving Instruction. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without first contacting and receiving approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
SECTION VI – UNIT CERTIFICATION <i>(Completed by Unit Commander or Unit ADPM)</i>			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at Cape Canaveral AFS Skid Strip. Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other <i>(Specify)</i>			
Name (Last, First, MI):	Grade:	Signature:	Date:
SECTION VII – AIRFIELD DRIVING AUTHORIZATION <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT 483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

Attachment 16

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)

Figure A16.1. Airfield Driving Qualification Training Checklist (Curriculum) 1 of 5

AIRFIELD DRIVING QUALIFICATION TRAINING CHECKLIST (CURRICULUM)				
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM)</i>				
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone	
	Date Completed	Trainee's Initials	Trainer's Initials	N/A
1. Definitions and terms. Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield.				
1.1. Runway				
1.2. Controlled Movement Area				
1.3. Controlled Movement Area Violation				
1.4. Runway Incursion				
1.5. Taxiway				
1.6. Ramp/Apron				
1.7. Foreign Object Damage (FOD) control/prevention				
1.8. Overrun				
1.9. Taxilane				
1.10. Light Gun				
1.11. Jet Blast				
1.12. Vehicle Service Road				
1.13. Hot Cargo Area				
1.14. Arm/De-Arm Area				
1.15. Aircraft Arresting Gear				
1.16. ILS Critical Area				
1.17. Mandatory Sign				
1.18. Informational Sign				
1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
2. Vehicle operator requirements. Training Outcome(s): Trainee must be knowledgeable				

Figure A16.2. Airfield Driving Qualification Training Checklist (Curriculum) 2 of 5

on local procedures and requirements for operating a vehicle on the airfield.				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers).				
2.2. Procedures for reporting an accident or vehicle maintenance problems.				
2.3. Vehicle parking and chocking requirements.				
2.4. Use of perimeter and infield roadways.				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway.				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway.				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft.				
2.8. Procedures for reporting and removing FOD.				
2.9. Restricted visibility and/or night driving.				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield.				
2.11. Use of traction control devices as applicable.				
2.12. Emergency Response Vehicle requirements.				
2.13. Vehicle Escort/Convoy Driving procedures as applicable.				
3. Aircraft Operations. Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft.				
3.1. Right of Way.				
3.2. Taxiing.				
3.3. Jet Blast safety requirements.				
4. Practical Day and Night (as applicable) Airfield Familiarization Training. Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas.				
5. Local Airfield Basics. Training Outcome(s): Trainee must be knowledgeable of the airfield environment.				
5.1. Familiarize trainee with the following				

Figure A16.3. Airfield Driving Qualification Training Checklist (Curriculum) 3 of 5

airfield lighting systems.				
5.1.1. Runway.				
5.1.1.1. Edge Lights.				
5.1.1.2. Approach Lights.				
5.1.2. Taxiway.				
5.1.2.1. Edge Lights.				
5.1.2.2. Centerline Lights.				
5.1.2.3. Guard Lights (as applicable).				
5.2. Familiarize trainee with the following airfield signage.				
5.2.1. Runway Hold Sign.				
5.2.2. Taxiway Location Sign.				
5.2.3. ILS Critical Area Sign.				
5.2.4. Direction Sign.				
5.2.5. Distance Remaining Sign.				
5.3. Familiarize trainee with the following airfield markings.				
5.3.1. Runway.				
5.3.1.1. Centerline.				
5.3.1.2. Edge.				
5.3.1.3. Runway ID Numbers.				
5.3.1.4. Threshold Markings.				
5.3.1.5. VFR Hold Line.				
5.3.2. Vehicle Stop Bars.				
5.3.3. Taxiways.				
5.3.3.1. Centerline.				
5.3.3.2. Edge Markings.				
5.3.4. ILS Critical Areas.				
5.3.5. Non-Movement Area Boundary Marking (as applicable).				
5.3.6. Non-standard airfield markings as applicable.				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points.				
5.6. Familiarize trainee with the location of Free Zones as applicable.				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques.				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management.				

Figure A16.4. Airfield Driving Qualification Training Checklist (Curriculum) 4 of 5

5.9. Familiarize trainee with the location and use of traffic control devices.				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield.				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.).				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.).				
5.13. Familiarize trainee with Controlled Movement Area Boundaries.				
5.14. Familiarize trainee with Congested Areas.				
5.15. Familiarize trainee with Hot Spots as required locally.				
5.16. Identify Smoking Areas as applicable.				
6. Communications. Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield.				
6.1. Ground Vehicle Communications.				
6.2. Procedural Words and Phrases.				
6.3. Aviation Phonetic Alphabet.				
6.4. Aviation Terminology.				
6.5. Procedures for Contacting the ATCT.				
6.6. Light Gun Signals (Description of ATCT Light Gun signals).				
6.7. ATCT and or vehicle blind spots.				
7. Other.				
7.1. Review ADI.				
7.2. Runway Incursion Prevention Training.				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. Note: Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA.				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. Note: Required for all personnel that require access on or across the runway.				
SECTION III – TRAINING CERTIFICATION (Completed by the Trainee, Unit ADPM and Wing ADPM)				
TRAINEE				
I certify that they have received and completed all of the above training requirements and will comply				

Figure A16.5. Airfield Driving Qualification Training Checklist (Curriculum) 5 of 5

with Cape Canaveral AFS Skid Strip Airfield Driving Instruction. I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without first contacting and receiving approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in the Cape Canaveral AFS Skid Strip Airfield Driving Instruction. Check all applicable restrictions.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (<i>as required</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

NOTE: Electronic media such as videos, CBTs, PowerPoint presentations, etc. may be used to provide training on all items *except* for the practical training requirements in items 4 and 7 above.

Attachment 17

AIRFIELD DRIVING PROGRAM MANAGER SELF-INSPECTION CHECKLIST

Figure A17.1. Airfield Driving Program Manager Self-Inspection Checklist 1 of 3

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
SECTION I – GENERAL INFORMATION <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name	Date:	
SECTION II – INSPECTION ITEMS <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	Yes	No	N/A
1. Unit Commander.			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
2. Unit Airfield Driving Program Manager (ADPM).			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			
2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol,			

Figure A17.2. Airfield Driving Program Manager Self-Inspection Checklist 2 of 3

AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the Unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the Unit ADPM maintain a properly formatted continuity binder with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
3. TDY Personnel/Non-Base Assigned Contractors.			
3.1. Are TDY personnel/Non-base assigned contractors driving credentials verified (do TDY personnel/Non base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
4. Training.			
4.1. Are potential airfield drivers receiving academic/classroom training by the ADPM?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			
4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion			

Figure A17.3. Airfield Driving Program Manager Self-Inspection Checklist 3 of 3

Prevention Test?				
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?				
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?				
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?				
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)				
5. Miscellaneous.				
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?				
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?				
5.3. Are vehicles used on runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?				
5.4. Is a current airfield diagram in unit assigned vehicles?				
SECTION III – COMMENTS/NOTES <i>(Completed by the Wing ADPM or Unit ADPM)</i>				
SECTION IV – CERTIFICATION <i>(Completed by the Unit ADPM and Wing ADPM)</i>				
UNIT ADPM				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
WING ADPM				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	

Attachment 18

TDY PERSONNEL / NON-BASE ASSIGNED CONTRACTOR TRAINING CHECKLIST

Figure A18.1. TDY Personnel / Non-Base Assigned Contractor Training Checklist 1 of 2

TDY PERSONNEL / NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST			
SECTION I – TRAINEE INFORMATION <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
SECTION II – QUALIFICATION TRAINING <i>(Completed by Trainee AND Unit ADPM, Wing ADPM or designated Trainer)</i>			
	Date Completed	Trainee's Initials	Trainer's Initials
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs.			
2. Explain the different types of airfield markings (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield markings.			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, apron/ramp). Provide examples of local airfield lighting.			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways.			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft.			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield.			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons.			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield.			
9. Identify methods/practices to prevent a runway incursion.			
10. Explain the different types of airfield violations and their consequences.			
11. Identify the proper radio terminology and phraseology.			
12. Provide a local Airfield Diagram.			

Figure A18.2. TDY Personnel / Non-Base Assigned Contractor Training Checklist 2 of 2

13. Identify restricted areas and entry control points.			
14. Identify Controlled Movement Area boundaries.			
15. Identify Free zones (as applicable).			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area.			
17. Explain procedures for Night Driving, reduced visibility and inclement weather (as applicable).			
18. Explain procedures for reporting an accident or vehicle maintenance problems.			
SECTION III – TRAINING CERTIFICATION <i>(Completed by Trainee and Unit ADPM and Wing ADPM as required)</i>			
TRAINEE			
I certify that I have received and completed all of the above training requirements and will comply with the Cape Canaveral AFS Skid Strip Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without first contacting and receiving approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
UNIT ADPM			
I certify that the above individual has completed all local training requirements outlined in the Cape Canaveral AFS Skid Strip Airfield Driving Instruction. Check all applicable restrictions. <input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other (<i>Specify</i>)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
WING ADPM or designated representative (as required)			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

NOTE: Electronic media such as videos, CBTs, PowerPoint presentations, etc. may be used to provide training on all items *except* for items 12 and 16 above.

Attachment 19

GENERAL KNOWLEDGE TEST (SAMPLE)

Figure A19.1. General Knowledge Test (Sample)

1. Ground vehicle operators will never pass under any part of an aircraft, especially the wings.
 - A. True
 - B. False
2. Who is required to have two-way radio contact with the control tower when on the airfield, or have an escort with this capability?
 - A. Airfield Management personnel only
 - B. Personnel operating within the controlled movement area (CMA)
 - C. Transient Alert and Fire Department personnel only
 - D. Maintenance personnel only
3. What does a steady green ATC light gun signal indicate to the movement of vehicles, equipment, and personnel?
 - A. Cleared to cross; proceed; go
 - B. Exercise extreme caution
 - C. Stop; do not proceed
 - D. Return to starting point
4. When approaching a parked aircraft, the _____ of the vehicle should be towards the aircraft.
 - A. drivers side
 - B. passenger side
 - C. front portion
 - D. rear portion
5. What distance can a vehicle be parked or operated near an aircraft when the engines are in operation or about to be started?
 - A. 20 feet in front and 100 feet to the rear
 - B. 25 feet in front and 200 feet to the rear
 - C. 15 feet in front and 150 feet to the rear
 - D. 10 feet in front and 100 feet to the rear
6. Except in unusual circumstances, general purpose vehicles will not operate at speeds greater than _____ while on the flight line.
 - A. 05 MPH
 - B. 10 MPH
 - C. 15 MPH
 - D. 25 MPH

Answers: 1. A; 2. B; 3. A; 4. A; 5. B; 6. D

Attachment 20

RUNWAY INCURSION PREVENTION TEST (SAMPLE)

Figure A20.1. Runway Incursion Prevention Test (Sample)

1. Runway incursions are caused by the following errors, except

- A. Ground vehicle/controller communication errors
- B. Lack of airfield familiarity
- C. Concentrated bird activity on the airfield
- D. Loss of situational awareness

2. What is the following sign an example of?



- A. Taxiway Location Sign
- B. GPS Coordinates
- C. Taxiway Entrance Sign
- D. Runway Mandatory Sign

3. What is the following marking an example of?



- A. Taxiway Edge Marking
- B. Runway Edge Marking
- C. Runway Hold Marking (VFR)
- D. Vehicle Roadway Marking

4. What agency must you get approval from to enter the runway/CMA when flying operations are being conducted?

- A. Cape Tower
- B. Cape Support
- C. Cape Command Post
- D. Cape Airfield Operations

Answers: 1. C; 2. D; 3. C; 4. A

Attachment 21**AIRFIELD DIAGRAM/LAYOUT TEST (SAMPLE)**

A21.1. Driver will be given an airfield diagram and be expected to label runways, taxiways and answer basic questions concerning the specific airfield.

Attachment 22

COMMUNICATION/PHRASEOLOGY TEST (SAMPLE)

Figure A22.1. Communication/Phraseology Test (Sample)

1. What is the correct way to initially call up and get the tower controller's attention prior to entering the controlled movement area?
 - A. "SWEEPER1, TOWER"
 - B. "TOWER, THIS IS SWEEPER, COME ON BACK"
 - C. "TOWER, SWEEPER1"
 - D. "SWEEPER1 TO TOWER"
2. There is no requirement to call the tower/ground controller when exiting the runway/CMA.
 - A. True
 - B. False
3. When the tower/ground controller gives a vehicle operator or pedestrian instructions, they must be repeated verbatim back to ensure understanding.
 - A. True
 - B. False
4. It is permissible to use the word "CLEAR" when reporting off the runway/CMA.
 - A. True
 - B. False
5. What three critical pieces of information does the tower controller need to know when requesting permission onto the runway/CMA?
 - A. WHO you are, WHERE you are, WHAT your intentions are.
 - B. WHO you are, WHERE you are, WHEN you are going onto the runway/CMA.
 - C. HOW you are, WHAT your intentions are, WHEN you are going in the CMA.
 - D. WHERE you are, WHO you are, and WHY you think you need access onto the runway.
6. What word used in aviation phraseology by a tower controller means to "state your request" but NEVER means to proceed?
 - A. Come Back
 - B. Go Ahead
 - C. Read Back
 - D. Proceed

Answers: 1. A; 2. B; 3. A; 4. B; 5. A; 6. B

Attachment 23

VEHICLE CALL SIGN LISTING

A23.1. Vehicle / Pedestrian Call Signs. Vehicle drivers and/or pedestrians operating on the runway/CMA must use a distinct call sign coordinated by the Wing ADPM to avoid duplicating and confusing names. Call signs will consist of a code word and may have a numerical suffix attached. **NOTE:** Do not use a call sign that is also a part of air traffic control phraseology such as —Taxi. The following callsigns are routinely used at CCAFS

Figure A23.1. Call Signs

UNIT	CALLSIGN	POSITION
45 SW	ROCKET1	45 th Space Wing Commander
45 SW	ROCKET2	45 th Space Wing Vice Commander
45 OSS	AIRFIELD OPS1	45 OSS Flight Commander
45 OSS	AIRFIELD1	Airfield Manager
45 OSS	AIRFIELD2	Deputy / Assistant Airfield Manager
45 OSS	AIRFIELD3	NCOIC, Airfield Management Operations
45 OSS	AIRFIELD4	NCOIC, Airfield Management Training
45 OSS	AIRFIELD5	Airfield Management Operations Personnel
45 OSS	AIRFIELD OPS	Airfield Operations / Base Operations Facility
45 OSS	TOWER / GROUND	Air Traffic Control Tower
45 CES	MOBILE CMD POST	Emergency Management
45 CES	EOD	Explosive Ordnance Disposal Personnel
45 COMM	ATCAL5 MX	Weather / METNAV Maintenance Personnel
45 LRS	FREIGHT	Air Freight Personnel
45 LRS	KILO	Aerospace Ground Equipment

		Personnel
45 LRS	GATOR _{xx}	Munitions Supervisor / Expeditor
45 LRS	AMMO _{xx}	Munitions Transporter Vehicles
45 LRS	REFUELING _{xx}	POL Personnel
45 MDG	MEDIC _{xx}	Hospital / Medical Personnel
45 SFS	SECURITY _{xx}	CCAFS Security Forces Personnel
45 SW	SAFETY _{xx}	Wing Safety Personnel
45 SW	SAFETY MOBILE	Wing Safety Personnel
308 RQS	GONDOLA CHARLIE	Paradrop Personnel
920 RQS	GONDOLA CHARLIE	Paradrop Personnel
Hallmark/Phoenix	CREW VAN	Aircrew Transportation Personnel
IOMS	SWEEPER _{xx}	Airfield Sweeper Personnel
IOMS	LIGHTING _{xx}	Airfield Lighting / High / Low Voltage
Pride	MOWER _{xx}	Grass Cutter Personnel
URS	ALERT _{xx}	Transient Alert / Follow Me Personnel
WSI	CHIEF _{xx}	Fire Chief and Deputy Chief(s)
WSI	CRASH _{xx}	Fire Department Emergency Response Vehicles
WSI	RESCUE _{xx}	Fire Department Emergency Response Vehicles
WSI	ENGINE _{xx}	Fire Department Emergency Response Vehicles
WSI	SCAT _{xx}	Fire Department Emergency Response Vehicles
WSI	TANKER TECH _{xx}	Fire Department Personnel

NOTE: This list is not all inclusive, and contains only those ground vehicle operators / units who routinely operate and / or have day – to – day mission essential requirements to drive on the airfield and within the controlled movement area. It does not include those operators who occasionally communicate with tower personnel. Agencies and units not listed will coordinate call - signs with airfield management (who in turn will coordinate with control tower personnel, as applicable) prior to entering the airfield or CMA.

Attachment 24**AIRFIELD DRIVING PROGRAM MANAGER COMPACT DISK (CD) CONTENTS****Figure A24.1. Airfield Driving Program Manager Compact Disk (CD) Contents****MANUALS/INSTRUCTIONS**

AFI 13-213.pdf	<i>Airfield Driving Program.</i>
AFJMAN 24 - 206.pdf	<i>Manual for the Wheeled Vehicle Driver.</i>
AFOSHSTD 91 - 100.pdf	<i>Aircraft Flight Line – Ground Operations and Activities.</i>
45 SWI 13 - 213.pdf	<i>45th Space Wing Airfield Driving Program.</i>

FORMS/LETTERS

Unit Airfield Driving Program and Trainer(s) Appointment Letter.
Airfield Driving Training Documentation and Certification Checklist.
Airfield Driving Qualification Training Checklist (Curriculum).
Airfield Driving Program Manager Self - Inspection Checklist.
TDY Personnel / Non – Base Assigned Contractor Training Checklist.

POWERPOINT PRESENTATIONS

CCAFS Skid Strip Airfield Driving.ppt

Attachment 25

CONTRACTOR / TDY PERSONNEL POV PASS (TEMPORARY)

Figure A25.1. Contractor/TDY Personnel POV Pass (Temporary)

**CCAFS SKID STRIP
TEMPORARY VEHICLE PASS**

EFFECTIVE PERIOD / DATES: _____

OWNER / USER: _____ **ORGANIZATION:** _____

PHONE: _____ **AREA OF OPERATION:** _____

VEHICLE MAKE: _____ **MODEL:** _____ **YEAR:** _____

COLOR: _____ **ENGINE #:** _____ **STATE:** _____

THIS PASS MUST BE DISPLAYED IN THE VEHICLE WINDOW AT ALL TIMES WHILE OPERATING ON THE AIRFIELD.

FOD Checks and Awareness: Always, clean vehicle and tires before entering the airfield or leaving the airfield/construction site. Visually inspect floor, tires, and keep area up as necessary before crossing taxiways, runway and parking apron. Coordinate with airfield management on eating on the airfield and proper disposal of trash. Hats are not authorized on the airfield with the exception of safety hard hats in construction areas (as required). Mandatory checks are required day and night.

Airfield Situational Awareness and Controlled Movement Area: Be aware of aircraft and vehicle activity on the airfield as it relates to the work site and destination. Vehicle operators must have control tower approval to enter the runway and CMA.

Important Phone Numbers: Airfield Management (321) 853-5127 Cape Tower (321) 853-5950

PASS # _____

Attachment 26

MEMORANDUM FOR RECORD SUSPENSION OF AIRFIELD DRIVING PRIVILEGES (SAMPLE)

Figure A26.1. Memorandum for Record Suspension of Airfield Driving Privileges (Sample)



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)
PATRICK AIR FORCE BASE, FLORIDA

XX XXX XXXX

MEMORANDUM FOR (UNIT COMMANDER)
(WING SAFETY OFFICE)

FROM: OSS/CC

SUBJECT: Controlled Movement Area Violation (CMAV)

1. On (date), (individual rank & name) responded to a grass fire near Runway 31 overrun and failed to properly obtain contact with the control tower that ultimately led to a runway intrusion.
2. Fire Department (Chief 2) and Airfield Management (Airfield 2) were on the runway assessing the fire. Security Forces driver (individual rank & name) was observed by control tower personnel to be at or over the runway hold line at Taxiway "A", but was not able to contact or verify the exact location of the vehicle. Tower contacted Airfield 2 to assist in verifying the location of the vehicle. Airfield 2 made visual contact and asked Chief 2 to determine if he was escorting the security forces driver. Chief 2 advised he was not escorting security forces, only his two tanker vehicles. As Airfield 2 was talking with Chief 2, he witnessed the security forces vehicle enter Runway 31 at Taxiway "A" and proceed to the fire trucks on the overrun. Airfield 2 advised tower the vehicle was on the runway and that he would make contact.
3. When questioned, (individual rank & name) stated he was being escorted by the Fire Chief and did not make direct contact with Tower. By not contacting tower for permission onto the controlled movement area (CMA) or assuming he was escorted and cleared onto the CMA is a direct violation of 45 SWI 13-20X, *Airfield Driving Program*, paragraph 4.2.2.
4. Runway intrusions are serious offenses that can lead to loss of life and/or multimillion dollar resources, and are reportable incidents to higher headquarters. (individual rank & name) airfield driving privileges are revoked for 30 days effective (date). He is required to enter remedial training and re-certified on all airfield driving requirements with emphasis on CMA procedures. At the end of the 30 day period, (individual rank & name) may take his airfield driving exam at airfield operations with a newly completed documentation of training and a Memorandum for Record signed by the wing commander certifying member was retrained and requesting reinstatement of airfield driving privileges. A new AF IMT 483, *Certificate of Competency* will be issued upon successful completion of the written exam.
5. Please direct any questions concerning this issue or procedures to (Wing ADPM) at DSN xxx-xxxx, or via email to xxxxx@patrick.af.mil.

FIRST LAST, Lt Col, USAF
Commander

Attachments:

1. AF IMT 457, **USAF Hazard Report**
2. CCAFS Controlled Movement Area / Airfield Violation Worksheet

Attachment 27

MEMORANDUM FOR RECORD REINSTATEMENT OF AIRFIELD DRIVING PRIVILEGES (SAMPLE)

Figure A27.1. Memorandum for Record Reinstatement of Airfield Driving Privileges (Sample)



DEPARTMENT OF THE AIR FORCE 45TH SPACE WING (AFSPC) PATRICK AIR FORCE BASE, FLORIDA

MEMORANDUM FOR OSS/CC
(SQ/CC AND UNIT ADPM OF VIOLATOR)
WING ADPM

FROM: 45 SW/CC

SUBJECT: Reinstatement of Airfield Driving Privileges for (RANK & NAME)

1. On (date), (individual rank & name) responded to a grass fire near Runway 31, overran and failed to properly obtain contact with the control tower that ultimately led to a runway intrusion. Request reinstatement of his airfield driving privileges.

2. JUSTIFICATION: State mission essential reasons why airfield driving privileges should be given back to individual (e.g., low manning).

3. CORRECTIVE ACTION: During the 30-day suspension period, (individual rank & name) has undergone extensive remedial training to include runway incursion prevention testing. A breakdown of training and testing follows:

- A. Individual Study – Eight hours
- B. Classroom Training – Three hours
- C. Written Testing and CBT – Two hours
- D. Practical Training – Three hours

4. I am confident a repeat of this or any similar type of incident will not occur. Please direct any questions to (SQ/CC of violator) and/or (unit ADPM of violator) at DSN xxx-xxxx, or via email to (squadroncommander@patrick.afmil) and/or (unit.adpm@patrick.afmil).

FIRSTLAST, Brig. Gen, USAF
Commander